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**Related documents:** [Labelling of Hazardous Substances Guideline](#), OHS429

### 1. Purpose – context for development of the protocol

This document indicates how the UNSW Labelling of Hazardous Substances Guideline is applied at a practical, local level in the School of Medical Sciences (SoMS).

### 2. Scope – to which positions/groups does the protocol apply

All persons in SoMS who label and use chemicals in Laboratories.

### 3. Definitions and acronyms used

**Dangerous Goods:** an article or substance which poses an immediate danger to the health or safety of people and/or property  
**Hazardous Substances:** A substance defined as hazardous in terms of its direct health effects on people.  
**MSDS:** Material Safety Data Sheet, a document containing important information about a hazardous substance or Dangerous Goods  
**SoMS:** School of Medical Sciences  
**Chemalert:** Online Chemical Database from which chemical MSDS can be downloaded and labels printed.

## 4. Protocol statement

### 4.1 Labelling Requirements

All the information that is required for a label can be found on the material safety data sheet for the particular substance. The required information is:

- Product identification: The chemical name, product name / trade name.
- Ingredients (if it is a mixture): A full listing of all ingredients in a mixture.
- Signal words: These indicate the severity of the hazard e.g. Poison, Hazardous.
- Dangerous goods class label and UN number: Indicate the major hazard e.g. flammable liquid.
- Risk phrases: Provides a description of the hazards e.g. R25 Toxic if swallowed.
- Safety phrases: Provides details on storage, handling and personal protection e.g. S25 Avoid contact with eyes.
- Safe use directions: Instructions and procedures for use, if required.
- First aid phrases: What immediate actions need to be taken upon exposure e.g. If eye contact occurs, wash eye immediately.
- Emergency procedures: How to control a spill, leak or fire.
- Details of supplier: Name, address and telephone number in Australia.
- Reference to the MSDS: For additional information.

The above information is for containers 500ml and above in volume. On smaller containers, you can include less information by prioritizing the required information. On small tubes, for example, the signal words and / or dangerous goods class should be displayed along with the product name and details of the supplier. If there are several tubes of the same substance (i.e. aliquots), an alternative would be collecting them together in a box and label the outside of the box with all the relevant details.

## 4.2 Summary of Labelling Requirements

X = must be included.

Label Entry	More than 500ml(g)	Equal to or less than 500mls (g)	Very small (eg. test tube)
Signal Word and or Dangerous goods class/subsidiary risk	X	X	X
Product Name	X	X	X
Chemical name	X	X	X
UN Number	where relevant	X	
Ingredients/formulations	X	X	
Risk phrases	where relevant	X	
Directions for use	X	X	
Safety phrases	X		
First aid procedures	X		
Emergency procedures	X		
Details of manufacturer/supplier	where relevant		
Expiry date	X		
Reference to MSDS			

## 4.3 How do I make a label?

### 4.3.1 From Chem-Alert.

UNSW has a license for a chemical database software package called Chem-Alert. A web based version of the program is available by accessing the Chem-Alert weblink (<http://www.chemalert.unsw.edu.au/chemalert/>) using your UNSW unipass. This program is useful for obtaining a Material Safety Data Sheet [MSDS] (provided that the chemical used at UNSW is on the Chem-Alert database). The program also allows you to produce labels of a variety of sizes on demand. They can be printed out on to adhesive labels and applied to the bottle or container. It is essential to check that the chemical for which you require a label is of the same dilution / concentration and from the same supplier as listed in the Chem-Alert database, otherwise it is not appropriate. Make the label as follows:

- Log onto Chemalert
- Search for the substance you need to label
- Select the substance from the options which are returned, by manufacturer and concentration
- Click on the "reports" tab on the top of the window.
- Select the size of label you require from the menu halfway down on the right hand side of the page. Choices include full page to 8 per page.
- Print label(s) on a sticky label sheet in your printer

### 4.3.2 Make your own from the supplied templates.

When making your own label from these templates, all the information that you require will be found on the MSDS for the particular substance. If you are making a label for a new mixture, then you will need to consult the National code of practice for the labelling of workplace substances. [NOHSC: 2012(1994)]. The templates provided on this page provide an outline of the information required and a suggested format that aligns with commercially available adhesive labels. These templates provide a flexible format that can be easily adapted to your particular needs. Once you have made a label for a particular solution or substance, save it to your own computer so that it is available for you to use next time it is required.

## 4.4 What should I print it on?

A variety of adhesive labels are commercially available in a variety of sizes on A4 stock. These are generally paper adhesive labels, which can be difficult to remove once the bottle is empty or they may come off e.g. if the bottle is placed in a water bath. In this case it is advisable to use 'heavy duty' labels that are made from a polyester material. These are available from both Avery Labels a specialist supplier called Molecular Solution who have a variety of Laboratory labels.

## 5. Roles and responsibilities

**Staff & Students:** have the responsibility to comply with this Labelling Protocol.

**Supervisors & Lab Managers:** have the responsibility of complying with this Protocol, and of ensuring it is implemented by persons whom they are supervising and in areas under their control.