



## **Introduction**

Part 8 of the *Occupational Health and Safety (Safety Standards) Regulations 1994* (the regulations) regulates the storage and handling of dangerous goods at workplaces. This part has been developed to protect the safety and health of persons and prevent damage to property and the environment from hazards associated with dangerous goods and explosives.

Regulation 8.44A requires an employer who stores or handles Class 1 substances greater than 2kg Net Explosive Quantity (NEQ) to notify Comcare.

## **When to notify Comcare**

Employers are required to notify Comcare using the approved form if explosives in excess of 2kg NEQ are being stored or handled at a workplace.

Where a new workplace is established and it is intended that explosives will be stored or handled, the employer must notify Comcare prior to the explosives being introduced to the workplace.

## **Following this, re-notification must occur:**

- every two years; and
- when there is a significant increase or decrease in the amount of explosives that is stored or handled; or
- if there is a change in the contact person for the explosives; or
- if there is a change in the explosives licence(s) at the workplace; or
- if the workplace is no longer required to store or handle explosives.

## **How to notify**

There must be a notification form submitted for each workplace that stores or handles Class 1 substances greater than 2kg NEQ. If required, Comcare may request further information from the employer related to the information provided on the notification form.

## **Where to send the notification forms**

The notification form and all supporting documentation should be returned to the dangerous goods contact officer at Comcare, either:

In person: Level 1, 14 Moore St  
Canberra, ACT 2600

Mail: HAZMAT Policy Team  
GPO Box 9905  
Canberra City, ACT 2601

Fax: 02 62748682

## How to complete the notification form for explosives

There are 7 parts of the notification form the employer must complete. All relevant parts must be completed in full.

The following instructions provide guidance on how to complete the notification form.

### Part 1 Employing agency details

- **Notification number** – No entry is required here from you - At the time of the initial notification, Comcare will provide each workplace with a notification number. Each consecutive notification will be numbered sequentially for that particular workplace.
- **Workplace Number** – At the time of the initial notification, Comcare will provide each workplace with a unique workplace number.
- **“Principal Officer’s title”** – principle officer is defined in section 5 of the *Occupational Health and Safety Act 1991*. For example, this would be the “Chief Executive Officer” (CEO) in a Commonwealth authority or in the case of a non-Commonwealth licensee this would be the head of the organisation.
- The term *employer/agency* refers to the department, agency or organisation.

### Part 2 Workplace Details

- **Name of branch / section** – The name of the particular branch / section of the organisation, for example John Curtin School of Medical Research at the Australian National University.
- **Workplace Details** – The form will require employers to provide the following details:
  - Name of the Branch / Section;
  - Suburb / Town; and
  - State.

**Please note:** For security reasons, employers are not required to indicate the street address for the workplace which stores or handles the explosives.

### Part 3 Details of contact person (Contact person should be delegated by the principal officer)

The term *contact person* refers to the person who signs the declaration at Part 7. All correspondence from Comcare will be sent to the contact person.

**Contact person** - The senior manager who is responsible for the explosives including their workplace postal address and the telephone number they are most likely to be contactable on (in the event of emergency).

**Alternate contact person** – Employers should provide the name of an alternate point of contact that is responsible for the explosives in the absence of the contact person. Details should include their workplace postal address and the telephone number they are most likely to be contactable on (in the event of emergency).

### Part 4 Reason for notification

**New notification** (Reg 8.44A (2)(a)) – For existing workplaces, employers must notify Comcare within three months after the commencement of the regulations on 14 March 2007, if an organisation stores or handles explosives greater than 2kg NEQ.

If after 3 months following the commencement of the regulations an employer intends to store and handle explosives greater than 2kg NEQ, then, notification to Comcare must be given before the storage and handling of the explosives occurs.

**Re-notification** (Reg 8.44A (2) (c)) – Comcare is to be renotified when any of the following occurs:

- every two years; or
- when there is a significant increase or decrease in the amount of explosives, manufactured, used or stored at the workplace; or
- if there is a change in the contact person for the explosives; or
- if there is a change in the explosives licence(s) at the workplace.

**Cancel current notification** (Reg 8.44A (2) (c)) – Employers are required to notify Comcare:

- if the workplace is no longer required to store or handle explosives.

#### **Part 5 Notification of explosives licence details issued by State Regulatory Authorities**

The employer must provide details of licences issued by the relevant State Authorities for the storage or handling of explosives at a workplace which exceeds 2kg NEQ.

**Employers must include the following licence details:**

- The name of the individual or organisation the licence was issued to;
- If the licence was issued to an individual, the individual's appointment title;
- The type of licence; for example Manufacture / Storage / Shot firers;
- The date the licence was issued to the individual or organisation; and
- The licence expiry date.

#### **Part 6 Notification of NEQ Summary Table**

The employer must provide details of all quantities of explosives by sub-class in excess of an NEQ of 2kg which are stored or handled at a workplace.

#### **Part 7 Declaration by Applicant**

- Complete, sign and date the declaration.
- The person who signs the declaration has the responsibility for managing the explosives and is delegated with that responsibility by the Principal Officer.