

## SCU Scheduled Substances – Field Guide

This quick reference guide provides key requirements for safe handling, storage, and disposal of scheduled substances (S2–S10) at Southern Cross University. It supports HRP06 – Scheduled Substances Procedure.

### Before Use

- Check SCU's Scheduled Substance Management Plan (SMP) and ensure authorisation/approval is current.
- Review the Asbestos/Scheduled Substances Register and SDS before handling.
- Confirm training and competency (staff/students must have completed induction and refresher training).
- Ensure the substance is labelled with GHS-compliant container label. If decanted, relabel immediately.

### During Use

- Use in designated laboratory/clinic area with appropriate controls (ventilation, fume hood, biosafety cabinet).
- Wear required PPE: gloves, eyewear, lab coat, respirator if required.
- Maintain accurate usage records in the Poisons/Drug Register.
- Ensure supervision for students and new users.

### Storage

- Store in locked, clearly labelled, segregated storage as per Schedule requirements (e.g., S8 in drug safe).
- Restrict access to authorised personnel only.
- Check regularly for expiry, leakage, or damage.

### Disposal

- Follow SCU waste procedure and SMP disposal section.
- Witnessed disposal required for S8/S9 substances; record in disposal log.
- Do not dispose via sink or general waste.

### Emergency

- Know the location of spill kits, eyewash, safety shower, and first aid kits.
- Report all spills, theft, loss, or suspected diversion immediately to WHS and Security.
- Follow emergency procedures; contact emergency services (000) if required.

### Records & Monitoring

- Maintain poison register, training records, and inventory reconciliations.
- Health monitoring required for certain Schedule 14 substances—refer to SMP.
- Keep permits, approvals, and regulator correspondence current and on file.

⚠ Always follow SCU's HRP06 – Scheduled Substances Procedure. If in doubt, stop and seek advice from your supervisor or WHS.