

## PURCHASE AND STORAGE OF SCHEDULED POISONS

People commonly use the term 'poison' to describe many different chemicals. These may be dangerous goods, hazardous substances and/or scheduled poisons. See the poster *General chemical storage guidelines for laboratories/studios/workshops* for conditions that may apply in addition to the information given in the table below ([www.adm.monash.edu.au/ohse/documents](http://www.adm.monash.edu.au/ohse/documents)). A poison may exist in more than one schedule depending on factors such as other ingredients in the mixture and concentration in the mixture and can also be a hazardous substance and/or a dangerous good. The following table defines general requirements for scheduled poisons. For more specific information ask your resource/facility manager or safety officer to show you the relevant Poisons Control Plan ([www.health.vic.gov.au/dpu/downloads/ip\\_guide.pdf](http://www.health.vic.gov.au/dpu/downloads/ip_guide.pdf)).

SCHEDULE		EXAMPLES	PERMIT REQUIRED	SUMMARY OF REQUIREMENTS
<b>S1</b>	Not in use at the present time	N/A	N/A	N/A
<b>S2</b>	Pharmacy medicine (medicinal poisons for therapeutic use)	Aspirin, chloroform (for therapeutic external use, when not in S4 and <0.5% of the preparation)	✓	<ul style="list-style-type: none"> <li>Store according to <i>General chemical storage guidelines for laboratories/studios/workshops</i></li> <li>Complete and maintain relevant <a href="#">Poisons Control Plan</a> Notify resource/facility manager or safety officer of any thefts or losses</li> </ul>
<b>S3</b>	Pharmacist only medicine Drugs of higher potency	Adrenaline ( $\leq 1\%$ ), hydrocortisone (certain low concentrations)	✓	<ul style="list-style-type: none"> <li>Store in lockable facility such as cabinet, refrigerator or room and maintain records as described in the relevant <a href="#">Poisons Control Plan</a></li> <li>Personally ensure delivery to correct person</li> <li>Notify resource/facility manager or safety officer of any thefts or losses</li> </ul>
<b>S4</b>	Prescription only medicine (dangerous drugs)	Antibiotics, colchicine, chloroform (for use in anaesthesia), lignocaine (certain concentrations and uses), live animal vaccines (with some exceptions)	✓	<ul style="list-style-type: none"> <li>Store in lockable facility such as cabinet, refrigerator or room and maintain records as described in the relevant <a href="#">Poisons Control Plan</a></li> <li>Records of all transactions (as per S8 poisons) must be kept for 3 years Notify resource/facility manager or safety officer of any thefts or losses</li> <li>The licence holder must notify thefts and losses to the police or to the Department of Human Services</li> </ul>
<b>S5</b>	Caution (Low potential for harm - domestic poisons)	Acetone, dichlorvos (pest strip applications embedded in resin strip material at < 20%), copper compounds, hydrochloric acid (certain concentrations)	No	<ul style="list-style-type: none"> <li>Store according to <i>General chemical storage guidelines for laboratories/studios/workshops</i></li> <li>Notify resource/facility manager or safety officer of any thefts or losses</li> </ul>
<b>S6</b>	Poison (moderate potential for harm - industrial and agricultural poisons)	Sulphuric acid, aldrin, arsenic (certain concentrations), dichlorvos (liquid preparations of < 50%), ethylene dichloride	No	<ul style="list-style-type: none"> <li>Store according to <i>General chemical storage guidelines for laboratories/studios/workshops</i></li> <li>Notify resource/facility manager or safety officer of any thefts or losses</li> </ul>
<b>S7</b>	Dangerous poisons (high potential for harm – special poisons)	Cyanides (except ferricyanides or ferrocyanides), paraquat, strychnine, benzene, bromine, arsenic compounds, chlorine gas	✓ <b>See Note 1 below</b>	<ul style="list-style-type: none"> <li>Store in lockable facility such as cabinet, refrigerator or room and maintain records as described in the relevant <a href="#">Poisons Control Plan</a></li> <li>Store separately to other poisons</li> <li>Records of all transactions (as per S8 poisons) must be kept for 3 years</li> <li>Notify resource/facility manager, safety officer and the OH&amp;S branch of any thefts or losses</li> <li>The licence holder must notify thefts and losses to the police or to the Department of Human Services</li> </ul>
<b>S8</b>	Controlled drugs (drugs of addiction)	Cocaine, morphine, pethidine, several barbitones (except when in S4)	✓	<ul style="list-style-type: none"> <li>Store in a locked drug safe (steel safe fitting specific requirements, see OH&amp;S branch) as described in the relevant Poisons Control Plan (<a href="#">part 1</a> &amp; <a href="#">part 2</a>). Store and transport separately to other poisons</li> <li>Records must contain the following information, in hardcopy form, locked with the poison(s) and must be kept for 3 years:                             <ul style="list-style-type: none"> <li>– Date of use</li> <li>– Name, form, strength and quantity of poison</li> <li>– Name and address of person/process where poison is transferred, supplied or administered or disposed of</li> <li>– Name and address of person who supplied the poison</li> <li>– Records must show an accurate balance at the end of each transaction</li> <li>– Records must be kept such that they cannot be altered, obliterated, deleted or removed without detection</li> </ul> </li> <li>Conduct quarterly inspections to ensure that amounts are reconciled</li> <li>Notify resource/facility manager, safety officer and OH&amp;S branch of any thefts or losses or discrepancies in reconciliation of amounts</li> <li>The licence holder must notify thefts and losses to the police or to the Department of Human Services</li> <li>Destruction of Schedule 8 poisons may only be undertaken by at least 2 people of those listed on the relevant Poisons Control Plan</li> </ul>
<b>S9</b>	Prohibited substances	Heroin, cannabis (few exceptions), nomorphine	✓	<ul style="list-style-type: none"> <li>These substances may only be used for special uses for which a permit is required</li> <li>Conditions of purchase, storage and use are stricter than those for Schedule 8</li> <li>Contact the OH&amp;S branch for assistance with the requirements for these substances</li> </ul>

1. Required for certain items only (see part 2 of the Poisons Code at [www.health.vic.gov.au/dpu/](http://www.health.vic.gov.au/dpu/)) e.g. acrylonitrile, arsenic, benzene, cyanides (all as Schedule 7). General information on scheduled poisons including the Industrial & Educational permit application form and the Poison Control Plan template may also be found on this webpage.