



CHEMICALS

Many chemicals used in work tasks are hazardous. To manage hazardous chemicals, the first step to take is to check with your supplier if any chemicals you use are hazardous. If a chemical is a hazardous substance, your supplier must provide a Material Safety Data Sheet (MSDS) if you ask for it. This provides information on safety risks and how to manage them. The MSDS must be made available to your workers. You need to maintain a register listing the hazardous substances you use. You must also train your workers in the safe use of a hazardous substance. You should involve your workers in filling out this checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date Checklist Completed:

Date Checklist to be Reviewed:

Name of person who completed checklist:
(annually or when there is a change to the workplace)

Position Title:

Company/Workplace:

	<input type="checkbox"/> Yes Please continue with this checklist	<input type="checkbox"/> No There is no need to complete this checklist
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Storage and Labeling

Are chemicals safely stored?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you comply with any licensing requirements for the quantities of chemicals (or other dangerous goods) stored at your workplace?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are chemicals clearly labelled?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Material Safety Data Sheets (MSDS)

Do you have MSDS for all chemicals in the workplace?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do workers know about and understand MSDS and have access to them?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Training

Have workers been trained in storage, use, disposal and emergency procedures relating to the chemicals?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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First aid and emergency procedures

Do you have first aid facilities to deal with splashes or other chemical emergencies (eg deluge showers, eye washes)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have equipment to deal with accidental release of chemicals (eg containment barriers, absorption material)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Personal Protective Equipment

Do you provide adequate PPE (eg gloves, eye protection) as required?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you and your workers maintain PPE in accordance with the manufacturers' instructions?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No