



Chemical safety assessment scoreboard



WORK SAFE HOME SAFE

Training Conducted by Easy HR (TM)
www.easyhr.com.au

Explanatory note

This scoreboard is a result of a number of chemical stakeholders and inspector feedback to the issue of general chemical management practices in workplaces.

The scoreboard has been designed to assist in the identification of, and improvement to, any workplace's chemical management systems.

The scoreboard will assist the user in establishing current legal requirements in regard to chemical management in the workplace and draw the user's attention to areas where further assistance can be provided.

Some abbreviations have been used, such as:

SWP – This can be transposed to include safe work procedures, safe work practices, safe work method statements etc

MHF – Major hazard facility

HS/DG – Hazardous substances and dangerous goods

Notifications – Includes all notifications such as:

- dangerous goods notification
- carcinogenic substances notifications
- explosives notifications
- MHF notifications
- serious incidents notifications.

Additional sources of assistance

Safe Work Australia – safeworkaustralia.gov.au – provides national information.

NSW Fire Brigades – nswfb.gov.au – has information to assist small to large businesses in fire preparedness.

Department of Environment, Climate Change and Water NSW – environment.nsw.gov.au – will assist in areas such as chemical waste and by-product management.

Cancer Council NSW – cancercouncil.com.au – has information related to occupational cancer.

Australian Pesticides and Veterinary Medicines Authority – apvma.gov.au – assists in the chemical usage.

National Transport Commission – ntc.gov.au – will assist in the transportation of dangerous goods.

Australian Institute of Dangerous Goods Consultants – aidgc.com

US Chemical Safety Board – csb.gov

National Institute for Occupational Safety and Health – cdc.gov/niosh

Material safety data sheets	Register	Consultation	Hazard identification
<input type="checkbox"/> All MSDS are available for all HS/DG used, stored and/or handled at the workplace <input type="checkbox"/> All MSDS are in the current correct Australian format <input type="checkbox"/> All MSDS are within five years <input type="checkbox"/> All MSDS are readily accessible for users and others	<input type="checkbox"/> All HS/DG used and/or stored are recorded in a HS/DG register <input type="checkbox"/> Register is accessible to all employees Register contains: <ul style="list-style-type: none"> <input type="checkbox"/> list of all HS/DG used, stored and/or handled at the workplace <input type="checkbox"/> notations for risk assessments conducted <input type="checkbox"/> MSDS for each HS/DG 	Workers are consulted on a regular basis either through: <ul style="list-style-type: none"> <input type="checkbox"/> OHS committee <input type="checkbox"/> OHS representative <input type="checkbox"/> other agreed arrangements <input type="checkbox"/> Others who may be affected by the HS/DG are consulted Evidence of consultation is available, such as: <ul style="list-style-type: none"> <input type="checkbox"/> minutes of meetings <input type="checkbox"/> toolbox talks <input type="checkbox"/> risk assessments 	<input type="checkbox"/> Hazard identification is undertaken regularly in consultation with employees and/or others, as required, and is documented Identification process reviews include: <ul style="list-style-type: none"> <input type="checkbox"/> incident/near miss data <input type="checkbox"/> exposure routes <input type="checkbox"/> health effects <input type="checkbox"/> carcinogenic properties <input type="checkbox"/> storage and handling <input type="checkbox"/> MSDS and labels <input type="checkbox"/> standards, guides and other sources <input type="checkbox"/> particular usage
<input type="checkbox"/> Some MSDS available but are not in current correct Australian format <input type="checkbox"/> MSDS are not within five years of age <input type="checkbox"/> MSDS are not accessible to users and/or others	<input type="checkbox"/> Some HS/DG used, stored and/or handled are recorded in a register	<input type="checkbox"/> Consultation is on an ad hoc basis <input type="checkbox"/> Some evidence of consultation	<input type="checkbox"/> Some hazards have been identified, but does not review all information available <input type="checkbox"/> Some hazards have been identified but are not documented
<input type="checkbox"/> MSDS that are available are not Australian and/or in current correct Australian format <input type="checkbox"/> No MSDS available for HS/DG	<input type="checkbox"/> HS/DG used and/or stored at the workplace are not recorded on a register	<input type="checkbox"/> No consultation with workers <input type="checkbox"/> No evidence of consultation that has taken place	<input type="checkbox"/> No hazard identification has been conducted

Risk assessment	Risk control	Instruction and training	Supervision
<input type="checkbox"/> Assessments are done routinely and in consultation <input type="checkbox"/> Assessments are documented <input type="checkbox"/> Assessment records are kept for five years – non-carcinogen <input type="checkbox"/> Assessment records are kept for 30 years – carcinogenic substances, health surveillance and atmospheric monitoring Assessments take into consideration: <input type="checkbox"/> labelling <input type="checkbox"/> first aid and emergency responses <input type="checkbox"/> exposure monitoring <input type="checkbox"/> accumulation risks <input type="checkbox"/> hazardous zones <input type="checkbox"/> ignition sources <input type="checkbox"/> spill containment and waste management <input type="checkbox"/> security	<input type="checkbox"/> All risks have been assessed and either eliminated or controlled using the hierarchy of controls Control measures include: <input type="checkbox"/> short term measures <input type="checkbox"/> long term measures <input type="checkbox"/> responsible persons <input type="checkbox"/> dates for completion <input type="checkbox"/> Controls implemented following consultation and/ or after review of all information available <input type="checkbox"/> Controls are regularly reviewed and revised as new information becomes available or every five years or after incidents <input type="checkbox"/> All placards, notifications, manifests, emergency plans have been developed and actioned as required	<input type="checkbox"/> SWP are developed in consultation and documented for all tasks involving the use/storage and handling of HS/DG <input type="checkbox"/> All employees, contractors and visitors to site are inducted and accounted for <input type="checkbox"/> Refresher training is provided on a regular basis as new information becomes available or every five years or after incidents Competency based training is provided for topic areas such as: <input type="checkbox"/> reading MSDS <input type="checkbox"/> risks of HS/DG <input type="checkbox"/> carcinogenic substances <input type="checkbox"/> exposure routes <input type="checkbox"/> emergency response <input type="checkbox"/> risk assessment <input type="checkbox"/> selection, wear and care of PPE	<input type="checkbox"/> Supervision is provided to ensure control measures are maintained Supervisors are aware of responsibilities such as: <input type="checkbox"/> MSDS <input type="checkbox"/> registers <input type="checkbox"/> consultation <input type="checkbox"/> hazard identification <input type="checkbox"/> risk assessment <input type="checkbox"/> risk control <input type="checkbox"/> instruction and training <input type="checkbox"/> Supervisors are provided adequate support and resources to fulfil supervisory duties <input type="checkbox"/> Supervisors are aware of their reporting responsibilities
<input type="checkbox"/> Assessments have been made on some of the tasks involving HS/DG <input type="checkbox"/> Assessments are carried out in an ad hoc manner and/or not documented	<input type="checkbox"/> Some risks have been controlled and/or use low level control measures <input type="checkbox"/> Ad hoc process used for reviewing controls <input type="checkbox"/> Some placards have been displayed	<input type="checkbox"/> Some instruction and training has been provided <input type="checkbox"/> Some SWP have been documented but does not consider all tasks	<input type="checkbox"/> Some supervision is in place
<input type="checkbox"/> No risk assessments have been conducted	<input type="checkbox"/> No attempt has been made to control risks and/or provide notifications as required	<input type="checkbox"/> No training and/or instruction is provided <input type="checkbox"/> No SWP developed and/or documented	<input type="checkbox"/> No supervision provided

For further information: visit workcover.nsw.gov.au or call **13 10 50**.

WorkCover NSW guidance – suggestions

Section	Guidance material	Publication number
Material safety data sheets	<i>Reading labels and material safety data sheets: Guide</i>	WC00400
	<i>Preparation of material safety data sheets: Code of practice</i>	WC00151
Register	<i>Hazardous substances register – blank sample</i>	WC05323
	<i>Hazardous substances register – sample</i>	WC05324
	<i>Keeping a hazardous substances register</i>	WC05325
	<i>A practical safety guide for the horticulture industry in the Murray Valley</i>	WC05267
Consultation	<i>OHS Consultation: Code of practice</i>	WC00311
Hazard identification	<i>Managing chemical hazards in the workplace: Guide</i>	WC00454
	<i>Safe use and storage of chemicals (including pesticides and herbicides) in agriculture: Code of practice</i>	WC00422
	<i>Supply of chemicals and substances to workplaces: Guide</i>	WC00453
	<i>Chemicals for agriculture use: Fact sheet</i>	WC05212
Risk assessment	<i>!Hazpak making your workplace safer</i>	WC00228
	<i>Risk assessment: Code of practice</i>	WC00963
	<i>Chemical emergency guide</i>	WC00412
	<i>Classification of dangerous goods: Fact sheet</i>	WC04912
	<i>Chemicals in the workplace: Fact sheet</i>	WC01378
	<i>Code of practice for the labelling of workplace substances</i>	WC00152
	<i>Safe handling storage of enzymatic detergent powders and liquids: Code of practice</i>	WC00065
	<i>Code of practice for the safe use of vinyl chloride</i>	WC04097
	<i>Code of practice for the safe use of synthetic mineral fibres</i>	WC04095
	<i>Managing the use of hazardous substances within the motor vehicle repair industry: Fact sheet</i>	WC04638
	<i>Safe use of solvents at work</i>	WC00054
	<i>Work involving the use of MOCA: Guide</i>	WC01283
	<i>Storage and handling of dangerous goods: Code of practice</i>	WC01354
	<i>Safe use of pesticides including herbicides in non-agricultural workplaces: Code of practice</i>	WC00421
<i>Spray booths: Safety alert</i>	WC05205	
<i>Spray painting – what apprentices need to know: Fact sheet</i>	WC00416	
<i>Spray painting: Guide</i>	WC00415	
Risk control	<i>Health and safety notes</i>	WC00205
	<i>Control of workplace hazardous substances: Code of practice</i>	WC00153
	<i>Notification of dangerous goods on premises form</i>	WC00896
	<i>Personal protective equipment</i>	WC05893
	<i>Notification for work involving carcinogenic substances</i>	WC04074
	<i>Guide for notifications for work involving carcinogenic substances</i>	WC02215
Instruction and training	<i>Advice sheet 4 – training and supervision</i>	WC04949
	<i>Guidelines for writing work method statements in plain english</i>	WC00231
Supervision	<i>Advice sheet 1 – management commitment</i>	WC04946
	<i>Risk management at work: Guide</i>	WC00425
	<i>Compliance at a glance how do you rate?</i>	WC04952

National guidance

Topic	National standard	Code of practice	Guidance note
Asbestos		<p><i>Safe removal of asbestos 2nd edition</i> [NOHSC: 2002 (2005)]</p> <p><i>Code of practice for the management and control of asbestos in the workplace</i> [NOHSC: 2018 (2005)]</p>	<p><i>Guidance note on the membrane filter method for estimating airborne asbestos fibres 2nd edition</i> [NOHSC: 3003 (2005)]</p>
Atmospheric contaminants	<p>Adopted National Exposure Standards for Atmospheric Contaminants in the Occupational Environment [NOHSC: 1003 (1995)]</p>		<p><i>Guidance note on the interpretation of exposure standards for atmospheric contaminants in the occupational environment 3rd edition</i> [NOHSC: 3008 (1995)]</p> <p><i>Guidance note on the interpretation of exposure standards for atmospheric contaminants in the occupational environment 3rd edition</i> [NOHSC: 3008 (1995)]</p>
Carcinogenic substances	<p>National Model Regulation for the Control of Scheduled Carcinogenic Substances [NOHSC: 1011 (1995)]</p>	<p><i>Code of practice for the control of scheduled carcinogenic substances</i> [NOHSC: 2014 (1995)]</p>	
Dangerous goods	<p>National Standard for the Storage and Handling of Workplace Dangerous Goods [NOHSC: 1015 (2001)]</p>	<p><i>National code of practice for the storage and handling of dangerous goods</i> [NOHSC: 2017 (2001)]</p>	<p><i>Guidance note for placarding stores for dangerous goods and specified hazardous substances</i> [NOHSC: 3009 (1990)]</p>
Ethylene oxide		<p><i>National code of practice for the safe use of ethylene oxide in sterilisation/fumigation processes</i> [NOHSC: 2008 (1992)]</p>	<p><i>Guidance note for the safe use of ethylene oxide in sterilisation/fumigation processes</i> [NOHSC: 3016 (1992)]</p>
Explosives – transport by road and rail		<p><i>Australian code for the transport of explosives by road and rail 3rd edition</i></p>	
Hazardous substances	<p>National Model Regulation for the Control of Workplace Hazardous Substances</p> <p>Approved criteria for classifying hazardous substances [NOHSC: 1008 (2004)]</p>	<p><i>National code of practice for the control of workplace hazardous substances</i> [NOHSC: 2007 (1994)]</p>	<p><i>Guidance note for the assessment of health risks arising from hazardous substances in the workplace</i> [NOHSC: 3017 (1994)]</p> <p><i>Guidance note for the control of workplace hazardous substances in the retail sector</i> [NOHSC: 3018 (1994)]</p>
Health surveillance			<p><i>Guidelines for health surveillance</i> [NOHSC: 7039 (1995)]</p>

Topic	National standard	Code of practice	Guidance note
Inorganic lead	National Standard for the Control of Inorganic Lead at Work [NOHSC: 1012 (1994)]	<i>National code of practice for the control and safe use of inorganic lead at work</i> [NOHSC: 2015 (1994)]	
Ionizing radiation	National Standard for Limiting Occupational Exposure to Ionizing Radiation [NOHSC: 1013 (1995)]		<i>Recommendations for limiting exposure to ionizing radiation</i> [NOHSC: 3022 (1995)]
Labelling workplace substances		<i>National code of practice for the labelling of workplace substances</i> [NOHSC: 2012 (1994)]	
Material safety data sheets (MSDS)		<i>National code of practice for the preparation of material safety data sheets 2nd edition</i> [NOHSC: 2011 (2003)]	
Occupational disease			<i>Guidance note for the best practice rehabilitation management of occupational injuries and diseases</i> [NOHSC: 3021 (1995)]
Synthetic mineral fibres	National Standard for Synthetic Mineral Fibres [NOHSC: 1004 (1990)]	<i>National code of practice for the safe use of synthetic mineral fibres</i> [NOHSC: 2006 (1990)]	<i>Guidance note on the membrane filter method for the estimation of airborne synthetic mineral fibres</i> [NOHSC: 3006 (1989)]
Vinyl chloride		<i>National code of practice for the safe use of vinyl chloride</i>	