

# CHEMICALS CHECKLIST

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:

*(annually or when there is a change to the workplace)*

## Name of person who completed checklist:

### Position title:

### Company/workplace:

Are chemicals used in the workplace?

Yes  If yes, please go to the next question

No  If no, there is no need to complete the checklist

## Storage and labelling

Are chemicals safely stored?

Yes  No

Are chemicals clearly labelled?

Yes  No

## Material Safety Data Sheets (MSDS)

Do you have MSDS for all chemicals in the workplace?

Yes  No

Do workers know about and understand MSDS and have access to them?

Yes  No

## Training

Have workers been trained in storage, use, disposal and emergency procedures relating to the chemicals?

Yes  No

Do workers know about MSDS and have access to them?

Yes  No

## First aid and emergency procedures

Do you have first aid facilities to deal with splashes or other chemical emergencies (eg deluge showers, eye washes)?

Yes  No

Do you have equipment to deal with accidental release of chemicals (eg containment barriers, absorption material)?

Yes  No

## Personal protective equipment (PPE)

Do you provide adequate PPE (eg gloves, eye protection) as required?

Yes  No

Do you and your workers maintain PPE in accordance with the manufacturers' instructions?

Yes  No