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Open Sans 11 Font

Alignment Number

General Conditional Formatting

Normal Bad Good Neutral Calculation Check Cell Explanatory... Followed H...

Styles

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INSTRUCTIONS CHEMICAL REGISTER RISK MATRIX DANGEROUS GOODS CLASSES CORRECTIVE ACTION REGISTER

(Insert organisation)
Chemical Register

Effective Date: (insert)
Location: (insert)

Sample

SIMPLIFYSYSTEMS

HOME INSTRUCTIONS CHEMICAL REGISTER RISK MATRIX DG CLASSES CORRECTIVE ACTIONS LISTS

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2 Home INSTRUCTIONS SIMPLIFYSYSTEMS

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6 **Guidance and Instructions for Implementation:**

7

8 **Editing the Template:**

9 The home tab, instructions tab and DG classes tab are protected to prevent any of the links and content from being deleted.

10 In order to add information on the home tab such as company information (or any other protected tab) you must unprotect the sheet.

11 To unprotect and edit any of the sections (tabs) click on review, select unprotect sheet and make any changes.

12 Once updates and changes have been made, select protect sheet and click ok (please note this is required for the buttons to work on the home tab).

13

14 **Chemical Register:**

15

16 1. Undertake a thorough stocktake and audit of all chemicals, hazardous substances and dangerous goods in your workplace.

17

18 2. Identify any substances that are not required, and dispose in accordance with the manufacturers instructions, the safety data sheet (SDS) and all local regulations and standards. Never dispose of any substances unless in accordance with strict health and safety instructions.

19

20 3. List all identified substances and goods in Column B, Tab 3 (CHEMICAL REGISTER)

21

22 4. Obtain the Safety Data Sheet (SDS) for each product. SDS's contain important information regarding safe use, storage and disposal and are available through the manufacturer, supplier or importer. Further information on SDS's is available at: <https://www.safeworkaustralia.gov.au/safety-topic/hazards/chemicals/safety-data-sheets/using-safety-data-sheets>.

23

24

25 5. Complete the remaining columns in CHEMICAL REGISTER, using the information contained in the SDS, including:

26

27 - The current quantity in storage

28 - Storage location/s

29 - Manufacturer/Brand

30 - Use, purpose, other names

31 - Business function or department responsible

32 - Risk level (using the risk assessment matrix on Tab 4 (RISK MATRIX)

33 - Whether a Safe Operating Procedure is available/required

34 - Whether a Safety Data Sheet (SDS) is available/required and the date of the SDS

35 - Identify if the substance is classified as a Hazardous Substance (by referring to the SDS)

36 - Identify if the good is classified as a Dangerous Good (by referring to the SDS)

37 - Identify the Dangerous Goods Class, where relevant (by referring to the SDS and Tab 5 (DG CLASSES)

38 - Identify the Packing Group, where relevant (by referring to the SDS)

39

6. As you work through the development of the register, ensure that all substances and goods are labelled, stored and used in accordance with the information

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B5

Home

CHEMICAL REGISTER - INSERT BUSINESS OR LOC

BUSINESS NAME:
WORKSITE ADDRESS:

KEY CONTACT NAME:
CONTACT PHONE:

DATE LAST REVIEWED:
NEXT REVIEW DATE:

GENERAL INFORMATION							RISK ASSESSMENT (click for risk)		
REFERENCE / IDENTIFICATION NO.	CHEMICAL NAME	QUANTITY	STORAGE LOCATION	MANUFACTURER / BRAND	COMMENT (including key use, purpose or other names)	PRIMARY BUSINESS FUNCTION OR DEPARTMENT	LIKELIHOOD	CONSEQUENCE	RISK
1									
2									
3									
4									
5									








Ready Accessibility: Investigate

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B4 Division 1.1: Substances and articles which have a mass explosion hazard

CLASS	DIVISION	HAZARD LABEL
Class 1 Explosives	Division 1.1: Substances and articles which have a mass explosion hazard	
	Division 1.2: Substances and articles which have a projection hazard but not a mass explosion hazard	
	Division 1.3: Substances and articles which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard	
	Division 1.4: Substances and articles which present no significant hazard	
	Division 1.5: Very insensitive substances which have a mass explosion hazard	
	Division 1.6: Extremely insensitive articles which do not have a mass explosion hazard	
Class 2 Gases	Division 2.1: Flammable gases	
	Division 2.2: Non-flammable, non-toxic gases	
	Division 2.3: Toxic gases	 

HOME INSTRUCTIONS CHEMICAL REGISTER RISK MATRIX **DG CLASSES** CORRECTIVE ACTIONS LISTS