



Program	Requirement	Check (Y/N)
<b>Authorisation and Approvals</b>		
<b>Authorisation and Contacts</b>	Has a person been selected to be the coordinator for chemicals related activities in the School/Unit?	
	If yes, do they have the required knowledge, skills and competencies to carry out the duties of such a position?	
	Has appropriate authorisation been given by the area or lab supervisor/manager or Head of School for each task involving hazardous substances?	
<b>Acquisition of Chemicals</b>		
<b>Inventory Control</b>	<p>Is a person responsible for chemical stock control in the school/unit?</p> <p>Is a person responsible for the upkeep of a chemicals register?</p> <p>If yes, does the register contain (as a minimum):</p> <ul style="list-style-type: none"> <li>• A list of all chemicals: including hazardous subs, dangerous goods, poisons.</li> <li>• A current (that is, less than five years old) MSDS for all chemicals on the list</li> <li>• Other info if required: CAS No, location, quantity, special storage requirements, etc.</li> </ul>	
<b>Purchasing</b>	<p>Is there a centralised purchasing system?</p> <ul style="list-style-type: none"> <li>• If yes, does person responsible for purchasing have appropriate training in chemicals purchasing?</li> <li>• Are orders checked to see if the purchase is for a hazardous material, poison or dangerous good?</li> <li>• Are orders for chemicals checked to see if an in-date MSDS exists for the chemical?</li> <li>• If not, is there a system for obtaining an MSDS before or at first supply of the material?</li> <li>• Can a substance be rejected, or substituted for safer alternative, if it is too toxic or there are inadequate risk controls?</li> </ul>	
<b>General Chemical Safety</b>		
<b>General OHS</b>	<p>Is appropriate safety equipment available, such as:</p> <ul style="list-style-type: none"> <li>• Ventilation and other engineering controls</li> <li>• Storage cabinets or areas</li> <li>• Fume cupboards</li> <li>• Fire fighting appliances</li> <li>• Safety devices, e.g. safety showers and eye wash stations</li> </ul> <p>Is equipment such as fume cupboards and ventilation inspected and maintained to specific standards?</p> <p>Are notices and signs clearly displayed for:</p> <ul style="list-style-type: none"> <li>• High hazard areas, e.g. radioactive substances, infection risk, harmful substances</li> </ul>	



Program	Requirement	Check (Y/N)
	<ul style="list-style-type: none"> <li>Service ducts, conduits, pipes</li> </ul>	
<b>Visitors</b>	Does the School/Unit have a procedure for allowing "others" (including staff and students from other schools and work units) to use or handle chemicals in a given area?	
<b>Storage</b>	Are MSDS consulted regarding storage requirements?	
	Are containers compatible with substance and appropriate for the use?	
	Is storage in work areas and on benches kept to a minimum?	
	Are storage areas appropriate for the task? <ul style="list-style-type: none"> <li>Away from sources of ignition</li> <li>Locked</li> <li>Compliant with standards, legislation?</li> <li>Licensed where required?</li> <li>Intrinsically safe, e.g. flammables not in domestic refrigerator.</li> </ul>	
	Are chemical compatibilities considered? <ul style="list-style-type: none"> <li>Dangerous goods class separations</li> <li>Segregation required?</li> </ul>	
	Are established standards met regarding secure cupboards for poisons, dedicated storage for flammables (AS1940), corrosives (AS3780) and gas cylinders (4332)	
	Is chemical storage in fume cupboards prohibited?	
	Are storage areas regularly checked to ensure disposal is organized for chemical reaching their expiry dates or where containers are deteriorating?	
<b>Training</b>	Has a training plan been developed for persons using or handling chemicals?	
	Is specific training provided to all persons who work with chemicals, including: <ul style="list-style-type: none"> <li>Those involved in authorization or supervision activities</li> <li>Those involved in purchasing and inventory control</li> <li>Staff new to handling or using chemicals</li> <li>Staff handling or using chemicals</li> <li>Other persons, such as students or visitors</li> </ul>	
	Are training records or a training register maintained?	
<b>Chemicals Risk Management</b>		
<b>Procedures</b>	Is the UNSW Risk Management Program followed for work involving chemicals?	
	Are persons involved in risk assessment activities given training?	
<b>Hazard identification</b>	Is there a Hazardous substances register in the School/Unit?	
	Is there a system in the School/Unit that checks? <ul style="list-style-type: none"> <li>Labels</li> <li>MSDS</li> </ul>	



Program	Requirement	Check (Y/N)
	<ul style="list-style-type: none"> <li>Whether the chemical can be eliminated or substituted for a safer alternative</li> <li>Whether any special use controls, precautions or PPE are required</li> <li>Whether any special storage (for example, location, minimum storage amounts) are required</li> <li>Whether workplace or employee monitoring is required.</li> <li>Whether any environmental considerations exist</li> <li>Whether any special disposal requirements are required</li> <li>Emergency and first aid info</li> </ul>	
	Does labeling meet minimum requirements? <ul style="list-style-type: none"> <li>Signal word and symbols e.g. flammable</li> <li>Chemical name in full (no abbreviations)</li> <li>Risk and safety phrases</li> <li>Manufacturers contact details</li> <li>Emergency and first aid information</li> </ul> Is there a labeling system in place for containers containing decanted or mixed chemicals?	
<b>Risk assessment</b>	Are documented risk assessments completed for all tasks involving hazardous substances ie either by.... <ul style="list-style-type: none"> <li>Notations in the register</li> <li>Simple and obvious assessments</li> <li>Generic assessments</li> <li>Detailed assessments</li> </ul>	
	Does risk assessment include? <ul style="list-style-type: none"> <li>Routes of entry</li> <li>Frequency of exposure</li> <li>Duration of exposure</li> <li>Working alone or out of hours</li> </ul>	
	Are revision of assessments carried out when: <ul style="list-style-type: none"> <li>Process, plant or substance modified?</li> <li>New information on hazards becomes available?</li> <li>Monitoring indicates inadequate exposure control?</li> <li>New or improved control measures practicable?</li> <li>Other info suggests assessment is no longer valid?</li> </ul>	
	Are persons completing the risk assessments competent? Are persons approving risk assessments competent?	
<b>Risk Control</b>	Can you eliminate presence or use of hazardous substances? <ul style="list-style-type: none"> <li>Review frequency of use for current substances</li> <li>Dispose of high hazard substances stored for possible future use.</li> <li>Consider quantities stored, in use and ordered.</li> </ul>	
	Can you substitute the substance?	



Program	Requirement	Check (Y/N)
	<ul style="list-style-type: none"> <li>Do safer alternatives exist?</li> <li>Consider the form of the substance e.g. pellet vs. powder</li> </ul>	
	Are engineering controls available where required? <ul style="list-style-type: none"> <li>Fail safe design</li> <li>Containment, Isolation, ventilation</li> <li>Fume cupboards (pass 6 monthly inspections?)</li> <li>Biosafety cabinets (certified annually?)</li> <li>Laminar flow cabinets (certified annually?)</li> <li>Gas cylinders chained or secured</li> </ul>	
	Are Administrative controls used? <ul style="list-style-type: none"> <li>Safe work practices</li> <li>Safe Working Procedures (SWP's)</li> <li>Prohibition of certain substances</li> </ul>	
	Is Personal Protective Equipment; <ul style="list-style-type: none"> <li>Properly selected? (reference to MSDS, individual differences catered for)</li> <li>Readily available?</li> <li>Correctly used?</li> <li>Where necessary, training provided</li> <li>Maintained appropriately?</li> <li>Compliant with Australian Standards?</li> </ul>	
<b>Other Chemicals related activities</b>		
<b>Waste</b>	Have systems for waste minimisation been implemented?	
	Are waste hazardous substances collected for safe disposal? <ul style="list-style-type: none"> <li>Is MSDS consulted regarding waste disposal?</li> <li>Appropriate storage of waste – same rules as original substance</li> <li>Are incompatible waste chemicals kept separated?</li> <li>Are waste containers suitable?</li> <li>Are liquid wastes segregation and banded (if required)?</li> </ul>	
<b>Emergency facilities and procedures</b>	Is an evacuation procedure in place? Are documented spill procedures available? Are documented emergency procedures specific to the workplace risks written and displayed? Are safety showers and eye washes available? Is there adequate fire fighting equipment? Is first aid equipment provided and sufficient trained first aiders? Are appropriate chemical spill kits available for the chemicals in use?	