

- hazardous chemicals in portable firefighting or medical equipment for use in a workplace
- hazardous chemicals that form part of the integrated refrigeration system of refrigerated freight containers
- potable liquids that are consumer products at retail premises
- food and beverages within the meaning of the Food Standards Australia New Zealand Food Standards Code that are in a package and form intended for human consumption
- tobacco or products made of tobacco
- therapeutic goods at the point of intake by or administration to humans
- Agricultural and Veterinary Chemicals Code veterinary chemical products at the point of intentional administration to animals
- articles, substances and mixtures categorised only as explosives under the GHS.

Full details are available in section 328 of the Work Health and Safety Regulation 2011.

### Where can I find further help?

Visit [worksafe.qld.gov.au](http://worksafe.qld.gov.au) to find out more about hazardous chemical registers and to download an easy-to-use template. You can amend the register template to include additional information, but the register must include the list of the hazardous chemicals used at the workplace along with the current SDS.

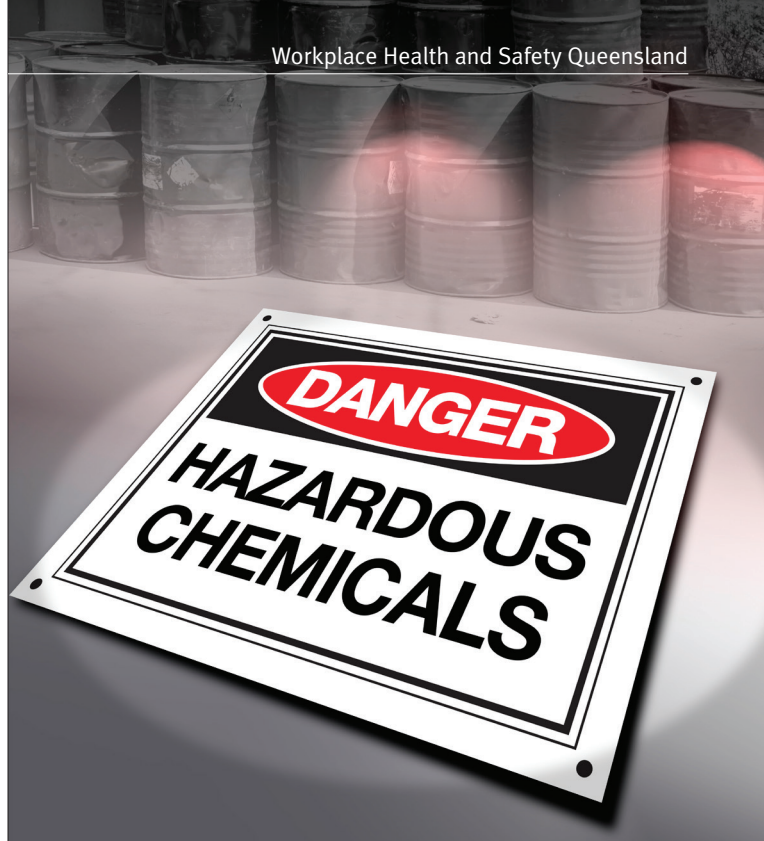
### More information

[worksafe.qld.gov.au](http://worksafe.qld.gov.au) | 1300 362 128

### Find us on



The State of Queensland 2020.



## Hazardous chemicals register

**You can't keep workers safe if you don't know what chemicals are at your workplace or the harm they could cause!**

If you have hazardous chemicals at your workplace and don't have a hazardous chemical register, you can be fined. Avoid a fine and keep your workers safe by following these four easy steps.

## A hazardous chemical register is more than just a piece of paper!

Every year thousands of Australian workers are unnecessarily harmed by hazardous chemicals in the workplace.

Managing the risk from hazardous chemicals requires that management and workers know what is stored and used at a workplace, know the harm the chemical could cause and understand how to handle or use the hazardous chemical safely. This is the role of the hazardous chemical register and the safety data sheets.

## Four easy steps to an effective hazardous chemical register

### Step 1: Make a list of hazardous chemicals in your workplace

A hazardous chemicals register is a list of hazardous chemicals used, handled or stored at your workplace together with the manufacturer's safety data sheet (SDS). Start by making a list of all the hazardous chemicals in your workplace – both used and unused/stored (see exceptions in next section).

You can amend the register template to include additional information, such as:

- the issue date of the SDS
- name of the manufacturer/supplier of the hazardous chemical
- where the chemical is used/stored at your workplace
- any codes or numbers used to identify the chemicals at your workplace.

Go to [worksafe.qld.gov.au](http://worksafe.qld.gov.au) to download a hazardous chemical register template.

### Step 2: Ensure you have safety data sheets for each chemical

For each hazardous chemical on your register you need to have a SDS. The SDS will give you important health and safety information to assist you to use and manage hazardous chemicals safely.

SDSs are available from the supplier and manufacturer of the hazardous chemical. The supplier must provide the current SDS on request, unless the hazardous chemical is a consumer product or the supplier is a retailer.

### Step 3: Create a system to keep your register up-to-date

It is important to ensure your register and SDSs stay up-to-date. Make sure that a new entry to the register is made when a new hazardous chemical is brought into the workplace. Carry out workplace audits to ensure all hazardous chemicals being used or stored are on the register.

Manufacturers and importers are required to update SDSs at least every five years and may do so more frequently, especially if new information about the hazardous chemical becomes available (e.g. updates to first aid treatment, emergency response actions, or new health hazard information). Implement a system to ensure that the most up-to-date SDS is obtained. For example, request an electronic copy of the SDS each time it is ordered or ask the supplier to advise you of the date or version number of the most current SDS to crosscheck with your records. This at least five-yearly review requirement does not apply if the manufacturer or importer has not manufactured or imported the hazardous chemicals in the past five years.

### Step 4: Ensure your hazardous chemicals register is available to workers

You must keep your hazardous chemicals register accessible to workers or anyone else likely to be affected by the hazardous chemical.

An electronic register may be suitable at workplaces where workers have access to a computer and can obtain the SDS. You should also consider how this information can be accessed in an emergency situation if there is a power outage.

## Chemicals not required on your hazardous chemicals register

Chemicals not classified as hazardous or excluded under the work health and safety laws in Queensland do not need to be included on the register.

Hazardous chemicals, in the following circumstances, are not required to be included in the register:

- in-transit (not used in the workplace and are not kept in the workplace for more than five consecutive days)
- consumer products (packed primarily for use by a household consumer and used in the workplace in quantities and in a way that is consistent with household use and incidental to the nature of work carried out)
- hazardous chemicals in batteries when incorporated in plant
- fuel, oils or coolants in a container fitted to a vehicle, vessel, aircraft, mobile plant, appliance or other device, if the fuel, oil or coolant is intended for use in the operation of the device
- fuel in the fuel container of a domestic or portable fuel burning appliance, if the quantity of fuel does not exceed 25kg or 25L