

# Chemical management procedure – quick check

Use this checklist to review current practices and ensure your workplace is appropriately managing chemical risks. Refer to the [Chemical management procedure](#) for requirements and [Chemical management online course](#) for further information. While overall responsibility lies with the principal/manager, tasks may be delegated for action.

Task	Actions required	Notes
Complete a Chemical management plan (CMP) and communicate requirements to employees	<input type="checkbox"/> Have employees been consulted to assign roles and complete the <a href="#">CMP</a> ? <input type="checkbox"/> Is the CMP progress reviewed quarterly at HSW Committee meeting and outcomes recorded in minutes? <input type="checkbox"/> Has local chemical hazard induction been conducted and recorded including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose of CMP</li> <li><input type="checkbox"/> Purpose of and access to SDS and hazardous chemical register</li> <li><input type="checkbox"/> Role based hazards and risks</li> <li><input type="checkbox"/> Chemwatch information</li> <li><input type="checkbox"/> Conducting chemical risk assessments</li> </ul>	
Pre-purchase hazard management	<input type="checkbox"/> Do all employees know about <a href="#">pre-purchase risk assessment</a> requirements? <input type="checkbox"/> Do all employees know not to purchase <a href="#">prohibited chemicals</a> ? <input type="checkbox"/> Are all approved pre purchase chemical risk assessments recorded in Chemwatch?	
Stock management	<input type="checkbox"/> Is the Chemwatch manifest maintained? (i.e. current) <input type="checkbox"/> Are chemicals throughout the site stored according to compatibility? <input type="checkbox"/> Are placard and manifest quantity workplace requirements managed on site (if required)? <input type="checkbox"/> Are periodic inspections of storage areas, spill kits and emergency response equipment conducted and recorded?	
Risk assessment	<input type="checkbox"/> Are Chemwatch risk assessments printed and current for all chemicals in Chemwatch 'orange' and 'red' <i>hazard</i> categories? <input type="checkbox"/> Are controls identified by risk assessments in place and monitored? <input type="checkbox"/> Do chemicals with assessed <i>risk</i> level of high (3) and extreme (4) have safe operating procedures (SOPs) available and in date (reviewed annually)? <input type="checkbox"/> Are risk assessments reviewed no later than every 5 years?	
Safe chemical use	<input type="checkbox"/> Are all chemicals and pipework containing hazardous chemicals labelled? <input type="checkbox"/> Are all regulated chemicals managed according to permits/ approvals/ licences/ regulatory conditions? <input type="checkbox"/> Are emergency equipment and procedures in place and communicated?	
Disposal	<input type="checkbox"/> Is chemical waste properly labelled and correctly stored? <input type="checkbox"/> Is there a plan and budget for chemical waste disposal to prevent accumulation?	
Review and improvement	<input type="checkbox"/> Is chemical stock take conducted annually and Chemwatch updated to maintain current hazardous chemical register? <input type="checkbox"/> Are annual reviews conducted to assess chemical risk on site, effectiveness of controls and chemical management practices? <input type="checkbox"/> Are improvements and changes communicated to all employees?	

Where all requirements are yet to be fully implemented, prioritise and:

- Manage immediately; and/or
- Assign incomplete tasks to your management team or HSW Committee/forum; and/or
- Incorporate actions into your annual safety assessment action plan.

Last review date: \_\_\_\_\_

Reviewer: \_\_\_\_\_