



# THE BASICS OF CHEMICAL MANAGEMENT

To make it easier for you to establish and maintain an effective chemical safety management programme for your business, ChemAlert has compiled the following list of considerations. We recommend that you refer to these points before setting up any procedures and that they be incorporated into your management routine so as to ensure the safety of both your staff and clients. We also encourage you to investigate safety procedures that may apply to your specific area of business or industry.

## ESTABLISHING YOUR PROCEDURE

### DETERMINE WHAT CHEMICALS ARE USED ON SITE

- Compile an accurate list of chemical names and manufacturers as they appear on the SDS;
- Ensure current SDS are available for every chemical and let staff know how they can be accessed;
- Note down storage locations and the quantities of the chemicals held on site.

### DETERMINE THE HAZARDOUS/DANGEROUS NATURE OF THE CHEMICALS

- Identify which chemicals are classed as Hazardous Substances and which are considered Dangerous Goods;
- Determine instances where safer chemicals can be substituted.

### STORAGE OF CHEMICALS

- Ensure Dangerous Goods are stored in accordance with segregation rulings;
- Ensure chemicals are stored in appropriate containers and locations (e.g. light, ventilation, etc). Notes on storage can be found on the chemical's SDS or in relevant Australian standards (e.g. AS/NZS 3833).

### LABELLING AND PLACARDING OF CHEMICALS

- Ensure all chemicals are clearly labelled with the appropriate safety information and that a procedure is implemented so that decanted substances are also adequately labelled;
- Ensure your premises display the relevant Dangerous Goods or Hazardous Substances signage.

### REPORTING ON HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

- Compile a register of all chemicals on site. Include details on Hazardous Substances and Dangerous Goods and where they are stored;
- Ensure all registers and reports are updated as changes occur and that all documents are available to the relevant staff.

### RISK ASSESSMENTS INVOLVING HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

- Ensure Risk Assessments have been performed on all tasks involving Hazardous Substances and Dangerous Goods;
- Ensure the appropriate staff have access to all Risk Assessments that have been performed.

### TRANSPORT OF CHEMICALS

- Determine whether any specific conditions must be met when transporting chemicals. Transport requirements can be found on the chemical's SDS and in the ADG Code.

### DISPOSAL OF CHEMICALS

- Determine whether any special conditions must be met when disposing of chemicals. Disposal requirements can be found on the chemical's SDS.

### TRAINING OF STAFF

- Ensure all the relevant staff members are trained in the safe handling, storage and use of chemicals.

## MAINTAINING YOUR PROCEDURE

### APPROVING CHEMICALS FOR PURCHASE

- Obtain an SDS from the manufacturer to assess whether the chemical is a Hazardous Substance or Dangerous Good;
- Consider an authorisation or approval process. This could be achieved in several ways, including forms, emails, or other internal procedures;
- Conduct a Risk Assessment on the chemical to determine the following safety considerations; the availability of safer alternatives, the ability to substitute a chemical already on site, how the chemical should be stored and whether the correct PPE is present.

### ONCE A CHEMICAL HAS BEEN APPROVED FOR USE

- It is essential that all staff using the chemical have access to the SDS;
- Identify the storage location for the chemical and evaluate the chemical's compatibility with those already stored there;
- Add the chemical to all reports such as the Hazardous Substances and Stock Registers, and the Dangerous Goods List.

### OTHER ONGOING CONSIDERATIONS

- Consider regular audits of the chemicals stored on site and reviews of the SDS database;
- Ensure all Hazardous Substances and Dangerous Goods have had relevant Risk Assessments performed;
- Consider a maintenance program for all PPE on site and ensure all chemicals used on site have the relevant PPE available;
- An ongoing training program may be appropriate for staff who come into contact with chemicals on a regular basis.



ChemAlert is developed and supported by

**RMT**  
RISK MANAGEMENT TECHNOLOGIES



Australia: 1800 555 477  
New Zealand: 0800 889 225

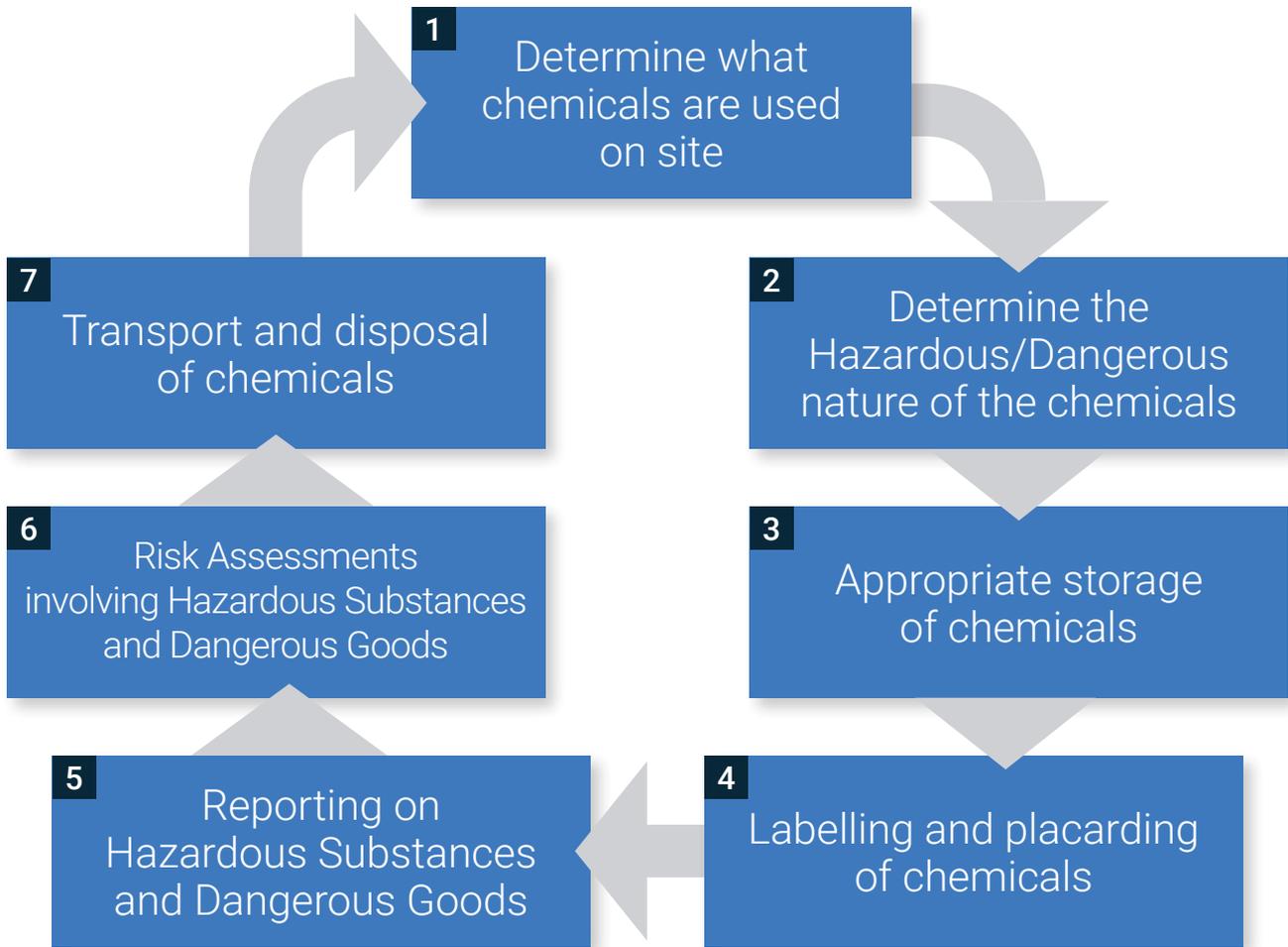
International: +61 8 9322 1711  
Email: [info@chemalert.com.au](mailto:info@chemalert.com.au)

**ChemAlert**<sup>TM</sup>  
CHEMICAL FOOTPRINT

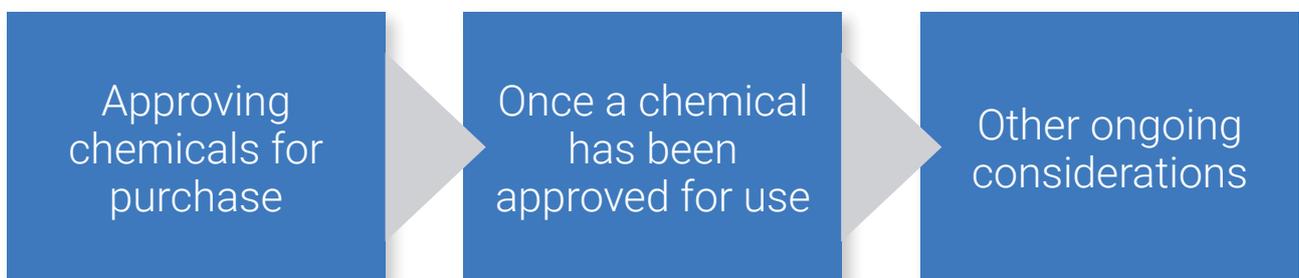


# THE BASICS OF CHEMICAL MANAGEMENT

## ESTABLISHING YOUR CHEMICAL MANAGEMENT SYSTEM



## MAINTAINING YOUR PROCEDURE



ChemAlert is developed and supported by



Australia: 1800 555 477  
New Zealand: 0800 889 225

International: +61 8 9322 1711  
Email: [info@chemalert.com.au](mailto:info@chemalert.com.au)

