

# MANIFEST OF HAZARDOUS CHEMICALS AND DANGEROUS GOODS

Locations storing chemicals in packages need to clearly understand the risks involved to ensure that correct controls are implemented. This template is designed so these locations can complete a register of hazardous chemicals and a summary manifest.

Locations that also store hazardous chemicals and dangerous goods in bulk or manufacture these products onsite will have additional requirements beyond the scope of this document and should seek further advice.

## Do I need to complete a register and manifest?

A register of hazardous chemicals and substances is a requirement under state and territory legislation.

A manifest is required when storage levels of hazardous chemicals and dangerous goods reach manifest level under state and territory legislation. A strong recommendation that all locations complete a manifest regardless of volumes held so that:

- a) It can be determined if you are at placarding level.
- b) It can be determined if you are at manifest level.
- c) You can better assess the risks of your chemical storage to determine if adequate controls are in place.
- d) Emergency services have accurate information in the event of an incident.

## Where do I store my register & manifest?

A copy of your hazardous chemicals/substances register should be available for all staff to access.

Your summary manifest of hazardous chemicals and dangerous goods needs to be stored in substantial water proof container in a location that is readily accessible to emergency services. This is normally by the front main vehicle entrance

In States under Work Health & Safety Regulations (WHS) this location needs to be determined in agreement with the main emergency services organisation.

## Complete a Site Plan

In all states and territories in Australia your manifest must also include a site plan of the work place.

*Your site plan should show:*

- The location and description of hazardous chemicals and dangerous goods, including goods in transit.
- A legend of any ID numbers or codes used
- The main and other entries and exits to the site
- All drains on site
- Any other information that will assist emergency services.
- Essential site services such as fire services, isolation points for power and fuel etc.
- Location of the manifest
- The nature of the occupancy of adjoining sites
- True North
- Date prepared or last modified
- The Scale (required in WA only)

