

Example

Hazardous Substances Register Index

Company: XYZ Laboratories Pty Ltd

Date: 6/01/12

Worksite: Perth Laboratory

Contact: J Bloggs

Name of substance	Supplier <i>optional</i>	Hazardous Y/N	MSDS issue date*	Risk assessment (Date & record of assessment outcome and assessor where risk is not significant OR reference to assessment report where risk is significant. Assessment record is optional for substances not classified as hazardous.)
Bright Wash	Hunter Supplies	N	7/2010	Not required
Ethylene oxide	BDH Chemicals	Y	9/2011	Assessed 01/10/11. Risk significant but controlled, see report RA1.
Superclean whiteboard cleaner	AAA Chemicals	Y	1/2009	Assessed 6/11/10. Risk not significant due to small quantities held & used and method of application minimising skin contact – assessed by J. Bloggs.
Sulfuric acid 98%	BDH Chemicals	Y	12/2011	Assessed 15/11/11. Risk significant and actions taken, see report RA2.
Morning Fresh	Woolworths	N	2/2010	Not required
Sodium bicarbonate	BDH Chemicals	N	6/2009	Not required
Xylene	Merck	Y	1/2012	Assessed 06/01/12. Risk not significant due to small quantities used and controls in place (fumehood, fumehood maintenance program, PPE, PPE maintenance and replacement program, staff training) – assessed by J. Bloggs.

* MSDS must be less than five years from date of issue.

Registers may be in any format, however must contain at least the name of all hazardous substances used, the MSDS and a **record** of risk assessments. A risk assessment **report** must also be prepared for any assessment which identifies a **significant** risk of injury or harm.

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