



## Chemicals and harmful substances - safety checklist

check	yes	no	n/a
Correct use of chemicals and harmful substances is part of induction			
All people who may be exposed to chemicals and harmful substances have been given information, instruction and training			
Records of training include: health effects, controls, safe work methods and personal protective equipment/clothing			
There is a complete easy to find and read list/register of all chemicals used			
There is an up to date MSDS for each hazardous substance in the workplace			
MSDS are available for workers' reference and included in the hazardous substances register			
Original containers have the manufacturer's label			
Decanted containers are labelled with name, risk and safety instructions			
A risk assessment has been completed for all chemicals and harmful substances stored and used at the workplace			
The risk assessment is recorded in the list/register			
Risk assessment reports are available where risks are significant			
Actions have been taken to control risks.			
The hierarchy of controls has been considered when reducing risk –controls such as eliminating the chemical, choosing a safer one or using ventilation near the work are used where possible			
Controls are inspected and maintained (eg air flow checked in ventilation systems)			
There are appropriate first aid and emergency facilities and workers are aware of them			
Where there is a risk from lead, isocyanates, asbestos, organophosphate insecticides and other scheduled chemical, a doctor has been appointed to monitor the health status of workers.			

### Other sources of information:

- The Occupational Safety and Health Regulations
- Spray painting-Code of practice
- Styrene-Code of practice
- OSH management and contaminated sites-Guidance note
- Prevention of carbon monoxide poisoning-Guidance note
- Soldering in the workplace-rosin fluxes-Guidance note
- Safe use of chemicals in the woodworking industry-Guidance note
- Controlling hazards in the electroplating industry-Guidance note
- Controlling isocyanate hazards at work-Guidance note
- Material safety data sheets (MSDS)-Guidance note
- National Code of Practice Synthetic Mineral Fibres
- National Code of Practice Inorganic Lead at Work
- National Code of Practice Scheduled Carcinogenic Substances
- National Code of Practice - Control of Hazardous Substances
- National Code of Practice Labelling of Workplace Substance
- National Code of Practice Ethylene Oxide in Sterilisation
- National Code of Practice for the Safe Use of Vinyl Chloride
- National Guidance Note Assessing risks of hazardous substances
- National Guidance Note Workplace hazardous substance in retail
- National Guidance Note Exposure standards
- **WorkSafe website**  
[www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au).