**attachment 99 (part A)**

Chemical Assessment and Chemical Register

**Chemicals/Substances Checklists**

**Recommended Instructions**

1 Employer to complete this template in consultation with relevant employees whenever there are chemicals stored or to be used that may need review. Note that the OHS Act 2004 defines substances as ‘Any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour’. This is not limited to hazardous substances or dangerous goods. A hazardous substance is defined as a substance that has the potential to harm human health. A dangerous good is defined as a substance that is classified on the basis of immediate physical or chemical effect.

2 Only chemicals/substances that could foreseeably cause injury or illness need to be assessed rigorously
with the checklists below.

3 Consistent with the Hazard Management Steps or Processes, outlined in Section 9.5, above, some methods that should be considered when identifying tasks involving use of chemicals/substances are:

 • Looking at injury records to identify tasks where chemical use is occurring.

 • Consulting with the employees and health and safety representatives about tasks that involve use
of chemicals.

 • Observing the tasks, recording the observations and what we know about how tasks involving chemicals.

4 The OHS Regulations 2007 require the employer, in consultation with employees who complete tasks using such items to use this assessment template, or have equivalent processes in place to reduce the risk of chemical related injuries, whenever:

 • There is a proposed alteration to objects or to systems of work that include change in the place where tasks using chemicals (or related to chemical storage) are undertaken

 • Before a chemical used for another purpose

 • New or additional information available to employer

 • Chemical related injury/illness in a workplace

 • After notifiable incident to Worksafe Victoria (Part 5 of the Act)

 • For any other reason, if risk control measures not adequate

 • Request from HSR (reasonable grounds).

5 Ensure corrective action is tracked in employer monthly meetings.

6 Where the employer is not sure of what to do, please follow guidance in Service OHS Issue
Resolution Procedure.