**Chemical Management System Checklist**

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| Organization |  |
| Laboratory |  |
| Name of auditor |  |
| Date of audit |  |
| Email address |  |
| Phone number |  |

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| **QUESTION** | **YES** | **NO** | **IF NO THEN…** |
| **What chemicals are used on site?** |
| Does your laboratory have a complete chemical inventory? |  |  | Prepare one – this is a vital first step |
| Do you have an up-to-date SDS for every chemical? |  |  | Get them from the manufacturer or other source. |
| Is the SDS file in a location accessible to all staff who use them? |  |  | Prepare a hardcopy of each SDS and put a file in each laboratory |
| **Conduct risk assessments for all hazardous materials and processes** |
| Have all the hazardous chemicals been identified? |  |  | Using the SDS (section 2) identify all the chemicals classified as hazardous |
| Is a risk assessment procedure in place? |  |  | Design a risk assessment procedure (see Topic 7 of this training) |
| Does the risk assessment include a consideration of substitution of safer alternative chemicals? |  |  | Consider incorporating this into the system |
| **Safe storage and segregation** |
| Are dangerous goods categories properly segregated? |  |  | Begin assigning chemicals to storage categories based on compatibility (see Topic 8) |
| Are dangerous goods properly stored according to relevant standards? |  |  | Check relevant standards (e.g. AS/NZS 1940-2004, AS/NZS 3833) and ensure compliance. |
| Are all chemical containers intact? |  |  | Put any damaged containers into a secondary container immediately  |
| Are all chemicals properly labelled? |  |  | Print labels if the contents are known, stick loose labels on with cellotape.  |
| **Reporting procedures** |
| Has hazardous chemicals register been compiled and submitted to the relevant authority? |  |  | Check local regulations for format and compile the register accordingly. |
| Is the register available to all relevant staff? |  |  | Make enough copies to ensure access to all relevant staff in each work area |
| Are all incidents involving chemicals reported and reports filed? |  |  | Ensure system in place to encourage reporting, keep an incident report file |
| **Waste handling and disposal** |
| Are waste chemicals properly segregated? |  |  | Consider establishing a detailed SOP for waste handling |
| Are waste containers properly labelled? |  |  | Print labels for existing wastes, design a label template for new wastes |
| Is the disposal method or destination identified for all wastes? |  |  | Check SDS and local regulations and identify appropriate disposal options |
| **Induction and training** |
| Have all staff undergone induction training in handling chemicals?  |  |  | Implement an induction programme – use your safety manual or these materials |
| Is there a programme of ongoing training in handling chemical hazards? |  |  | Determine which aspects of chemical management require urgent training |
| Is all such training properly recorded? |  |  | Update training records and personnel files |
| **Personal protective equipment** |
| Are all staff provided with appropriate PPE and trained in their use? |  |  | Training must be part of induction, PPE must be provided where required |
| **Purchasing and stock controls** |
| Does your purchasing system require SDS, risk assessment before purchase? |  |  | Consider establishing a chemical purchasing policy to ensure this |
| Are responsible persons identified to approve the purchase of chemicals? |  |  | Consider incorporating an appropriate approval procedure |
| Are there measures in place to prevent stockpiling? |  |  | Establish sensible stock levels – no more than 1-2 years supply |
| **Emergency response procedures** |
| Does your lab have a chemical spill kit? |  |  | Assemble a spill kit according to the instructions in Topic 12 |
| Is there an emergency shower and eyewash station? |  |  | Prepare appropriate proposal, funding or purchase request |
| Are fire extinguishers in place and tested according to regulations? |  |  | Arrange for purchase / regular testing as required  |
| Are emergency evacuation procedures clearly indicated by signs/notices? |  |  | Arrange for signs and notices as required |
| **Building controls** |
| Are there enough fume cupboards? |  |  | Prepare a funding proposal to provide an adequate number |
| Are labs and storage areas secured and access barred to unauthorised persons? |  |  | Make sure locks and access controls are secure, use appropriate signs |
| **Inspection and auditing** |
| Are regular inspections/audits of the chemical management system conducted? |  |  | Consider implementing weekly routine inspections and periodic audits |
| **Additional chemical management elements** |
| Use the remaining rows to add further elements to your chemical management checklist |
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