



# STORAGE AND HANDLING OF HAZARDOUS SUBSTANCES

**Business Name & Address:** \_\_\_\_\_ **Property Name/PIC:** \_\_\_\_\_

**Audit Team:** \_\_\_\_\_ **Audit Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Description (structure type):** \_\_\_\_\_ **GPS Ref./Location:** \_\_\_\_\_ **Asset ID # (if applicable)** \_\_\_\_\_

RISK CALCULATOR	LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure				
	ALMOST CERTAIN <i>Is expected to occur in most circumstances</i>	LIKELY <i>Will probably occur in most circumstances</i>	POSSIBLE <i>Might occur at sometime</i>	UNLIKELY <i>Could occur at sometime</i>	RARE <i>May occur in exceptional circumstances</i>
<b>CONSEQUENCES</b> How severely could it hurt someone					
<b>CATASTROPHIC</b> <i>Death or permanent disability</i>	EXTREME	EXTREME	EXTREME	EXTREME	HIGH
<b>MAJOR</b> <i>Serious bodily injury</i>	EXTREME	EXTREME	EXTREME	HIGH	HIGH
<b>MODERATE</b> <i>Casualty Treatment</i>	EXTREME	HIGH	HIGH	MODERATE	MODERATE
<b>MINOR</b> <i>First aid only, no lost time</i>	HIGH	HIGH	MODERATE	LOW	LOW
<b>INSIGNIFICANT</b> <i>No injuries</i>	HIGH	MODERATE	LOW	LOW	LOW

RISK CLASS	ACTION REQUIRED
OK or Not Applicable	No Foreseeable Risk - <b>OK</b> for now; <b>Review</b> if any equipment/people/materials/work methods or procedures change. <b>Or</b> this particular inspection item is <b>Not Applicable</b> to this workplace
EXTREME	<b>Extreme Risk - Act Now Do something about these risks immediately.</b> Stop the task until the hazard is controlled and the risk managed.
HIGH	<b>High Risk - Act As Soon As Possible.</b> Do something to manage these risks as soon as possible. Consult with Management
MODERATE	<b>Moderate Risk - Develop a PLAN</b> to manage these risks / note any suggestions on how the risk might be managed.
LOW	<b>OK</b> for now <b>Review</b> if any equipment/people/materials/work methods or procedures change.



HAZARDOUS SUBSTANCES IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
<b>GENERAL PRECAUTIONS and PROCEDURES</b>					
1. Are all persons, not directly employed by the business, advised of the Visitor policy and of hazards present?					
2. Is there clear access to entrances, exits and emergency equipment? i.e. Access to fire fighting equipment, PPE, clean up materials and emergency showers shall be kept clear at all times.					
3. Are heat-sensitive products identified and suitably protected from sources of heat? (Including sunlight.)					
4. Is there a written procedure and appropriate signage warning that smoking will not be permitted within 3 metres of a storage containing Ag / Vet chemicals?					
5. Are procedures and policies in place that prevent hot cutting or welding from being carried out within 15 metres of any flammable or combustible material?					

HAZARDOUS SUBSTANCES IDENTIFIED HAZARDS		OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
6.	Are policies and procedures in place that prevent battery charging taking place within 10 metres of any stored flammable liquids within the same building?					
7.	Are policies and procedures in place that restricts the use of spark ignition equipment (e.g. petrol motor) in restricted operating environments?					
8.	Are policies and procedures in place that requires the storage site to be free from extraneous combustible material within a 3-metre radius of the store?					
9.	Are current Safety Data Sheets (SDS) available to all staff, involved in the application of agricultural and veterinary chemicals?					
10.	Have all staff been instructed in the safe use and handling of hazardous substances according to their respective SDS?					
11.	Prior to purchase of Ag and/or Vet chemical products has a risk assessment been carried out for all hazardous substances being considered for use in this workplace?					
12.	Is there a record of the risk assessment, stating the actions recommended and the hazard control measures decided upon?					
13.	Has the risk assessment taken into account the efficacy of the pesticide selected for each specific application, is it the least toxic hazardous substance available?					
<b>STORAGE and HANDLING</b>						
14.	Are chemicals stored in a secure, lockable area, which is resistant to fire and prevents access by children and unauthorized persons?					
15.	Is the chemical storage area sited above known flood height levels?					
16.	Are approved and appropriate warning signs posted internally and externally of the storage area? (i.e. No Smoking.)					
17.	Is the chemical store adequately ventilated?					
18.	As part of the risk assessment does the register include a cross-reference to the intended usage of the substance to avoid error? I.e. use of the wrong substance for the job at hand.					
19.	Are chemicals stored in accordance with Label directions and SDS instructions?					
20.	Are all chemicals stored in their original containers?					
21.	Do all stored chemical containers have registered labels that are clear and legible?					
22.	Is there sufficient light in the chemical store (natural or artificial) so that chemicals can be identified and their labels easily read?					

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23. Are Hazardous substances that are determined to be <u>Dangerous Goods</u> stored in accordance with legislation? i.e. the <i>Queensland Work Health &amp; Safety Regulation 2011 s.351</i> .					
24. Are agricultural or veterinary chemicals stored in a manner which prevents accidental contact with: <ul style="list-style-type: none"> <li>a) Foodstuffs, materials or packages for foodstuffs and articles for use in contact with the human body e.g. paper tissues, respiratory protection or clothing?</li> <li>b) Animal feed, animal feed supplements, fodder and hay?</li> <li>c) Swimming pool chemicals?</li> <li>d) Oxidizing agents, e.g. ammonium nitrates, sodium or potassium nitrates or chlorates?</li> <li>e) Fertilizers? E.g. palletized manure or urea?</li> <li>f) Explosives or ammunition?</li> <li>g) Sanitizes</li> <li>h) Radioactive substances e.g. soil probes</li> </ul>					
25. Is the spillage containment bund capable of containing 100% of the largest package stored on the premises?					
26. Are chemical absorbent materials (e.g. sand or hydrated lime) and equipment available to control and clean up spills in the storage area?					
27. Are spill containment containers available to store any contaminated materials that may result from a chemical spill (e.g. a slip drum)?					
28. Are chemical storage facilities separated by a distance of at least 5 metres from any drains, sewers, watercourses or bodies of water?					
29. Are chemical storage facilities separated by a distance of at least 5 metres from: <ul style="list-style-type: none"> <li>❖ Any unrelated work area;</li> <li>❖ Any storage area for gas cylinders, liquid fuels or corrosive substances;</li> <li>❖ Offices and amenities, or;</li> <li>❖ Any accumulation of combustible materials?</li> </ul>					
30. Are all fuse boards or circuit breaker systems installed outside the building, in order to permit their ready access under all foreseeable circumstances (e.g. fire)?					
31. Are all racks and shelves constructed from materials that are non-combustible, impervious and chemically resistant to the stored chemicals? <b>Note:</b> Non-combustible trays on hardwood shelves may be used.					
32. Does all electrical wiring comply with State legislation, i.e. the Queensland Electrical Safety Act?					

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33.	Is Personal Protective Equipment (PPE) clean, well maintained, and stowed in a sealed container in a location separate to the chemical storage area?					
34.	Are appropriate fire extinguishers located adjacent to the fuel and chemical storage areas?					
<b>MIXING AND USE</b>						
35.	Is ventilation adequate at the mixing site(s)?					
36.	Is an appropriate safety shower and eyewash facility installed and freely accessible from at least two sides?					
37.	Are SDS for all chemicals used in this workplace available and ready accessible to the user in the storage and mixing area?					
38.	Are all tasks involving decanting, mixing and preparation of chemical concentrates performed at a designated site?					
39.	Are all chemicals transported from storage area to the place of mixing in a manner consistent with the regulations for transportation of dangerous goods?					
40.	Has a <u>Job Safety Analysis</u> or risk assessment been conducted to control the exposure to hazardous substances during the mixing process?					
41.	Are all operators provided with appropriate instruction in the safe use of all mixing devices? E.g. mixing hoppers, sealed or closed circuit decanting devices.					
42.	Is clean water available on all mixing sites and application units, for washing purposes if operators are exposed to accidental spills or contamination?					
43.	Is all specified PPE for each of the chemicals used in this workplace available and well maintained?					
44.	Is application and spray equipment regularly checked for damaged or broken parts, including hoses in good condition, with no leaks?					
45.	Are safety decals/ warning signs on spray unit tanks, and other equipment, legible?					
46.	Is there a policy and procedure that ensures the cleaning of all chemical application equipment and spray nozzles after each use?					
47.	Is there a policy and procedure that ensures all work clothing is washed separately from domestic clothing when used for applying hazardous substances?					
<b>DISPOSAL</b>						
48.	Are all unwanted and unregistered chemicals stored and disposed of in accordance with ChemClear® guidelines?					
49.	Are all empty chemicals containers disposed of in a safe and responsible manner in accordance with DrumMuster® guidelines?					

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50. Is information on the local Council's disposal procedures for DrumMuster® known to all supervisors / managers?					
<b>RECORDS AND HEALTH SURVEILLANCE</b>					
51. Is there a "Register of Use" of agricultural and veterinary chemicals, including the name of the operator and their total exposure to each hazardous substance?					
52. Does the "Register of Use" contain a health surveillance record for those persons who are identified by a risk assessment as having a potential for chronic exposure to hazardous substances, particularly organophosphate products?					
53. Are records kept for prescribed chemical use? ( e.g. endosulfan)					
<b>ADDITIONAL HAZARDS</b>					
54.					
55.					
56.					
57.					
58.					
59.					
60.					

**RISK ASSESSMENT AND MANAGEMENT RECORD**

**HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED**

Item #	Date	Identified Hazard	Assessed Risk Level	CONTROL 1 Eliminate	CONTROL 2 Substitute	CONTROL 3 Isolate or Guard	CONTROL 4 Redesign or Engineering	CONTROL 5 Administration	CONTROL 6 PPE

**IMPLEMENTATION AND CONTROL SHEET**

Item #	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action