A step by step guide for

Manufacturers and importing suppliers and suppliers of hazardous substances and dangerous goods

June 2017
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This publication is based on the following source material:
- Occupational Health and Safety Regulations 2017 (Vic)
- Compliance Code for Hazardous Substances, No. 24, 1 June 2017 (Vic)
- Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)
- Code of Practice for the Storage and Handling of Dangerous Goods, No. 27, 8 December 2012 (Vic)

This guidance has been reviewed and updated for the sole purpose of amending year and regulation references relating to the Occupational Health and Safety Regulations, in line with amendments which came into effect on 18 June 2017.
Introduction

The purpose of this guide is to help manufacturers, importers, first suppliers, and suppliers of hazardous substances and dangerous goods with implementation of the Victorian Occupational Health and Safety Regulations 2017 and the Dangerous Goods (Storage and Handling) Regulations 2012.

The combined aim of the Occupational Health & Safety Regulations 2017 (Part 4.1 - Hazardous Substances) and the Dangerous Goods (Storage and Handling) Regulations is to protect people and property from risks associated with the use and storage of chemicals. To achieve this, the regulations impose duties on manufacturers, importers, suppliers and employers dealing with hazardous substances and dangerous goods. A summary of the duties is outlined in this guide. Approved codes of practice and compliance codes for both regulations are also available to help various parties to understand the regulatory requirements and comply with them. As this document is only intended as a guide, reference should be made to the regulations themselves if there is uncertainty about particular legal requirements.

This booklet suggests ways of managing the Victorian Occupational Health and Safety and Dangerous Goods regulatory requirements associated with the manufacture, importation and supply of hazardous substances and dangerous goods. To assist with implementation of the employer duties, we recommend the booklet titled A step by step guide for managing chemicals in the workplace, which is also produced by WorkSafe Victoria. For convenience, this guide provides some advice concerning substances that are classified as dangerous goods. However, we recommend you obtain the Dangerous Goods (Storage and Handling) Regulations 2012 and the Code of Practice for Storage and Handling of Dangerous Goods from WorkSafe Victoria for more comprehensive information on dangerous goods requirements. NB: dangerous goods that are explosives are covered by separate regulations and specific requirements are not covered in this booklet.

How to use this guide

This guide provides a step by step approach to implementation of the regulations with a number of easy-to-follow instructions. It is divided into two main sections. The first section is for manufacturers, importers and first suppliers of hazardous substances and dangerous goods; the second section is for suppliers. Key tasks associated with each step are shown on the left side of each page. A more detailed explanation of the task and suggestions on how to maintain compliance are shown in the area on the right side of the page. Depending on your level of knowledge, you can either follow the key tasks on the left, or read the text in the areas on the right of the page if you need further guidance. Sample forms, checklists and details on where to go for additional information are provided in the appendices.

What is a hazardous substance?

Hazardous substances are substances that have the potential to harm human health. A substance is defined by the OHS Regulations as hazardous if it meets the criteria for hazard classification set out in Part 3 (Health Hazards) of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) (3rd, 4th or 5th revised edition), with some exceptions.

The GHS is a single internationally agreed system of chemical classification and hazard communication published by the United Nations. It is intended for use primarily by manufacturers and importing suppliers.

What are dangerous goods?

Dangerous goods are substances and articles (e.g. matches, car batteries) classified on the basis of immediate physical or chemical effects such as fire, explosion, corrosion, spontaneous combustion, and poisoning that can harm property, the environment or people. They may be solids, liquids or gases, pure substances or mixtures. Dangerous goods are defined in the Dangerous Goods Act 1985 and listed in the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code).

Many chemicals are classified as both hazardous substances and dangerous goods.
What are the key duties of manufacturers, importers and suppliers?

Occupational Health & Safety Regulations 2017 (Part 4.1 - Hazardous Substances) and the Dangerous Goods (Storage and Handling) Regulations 2012 require manufacturers and importers (first suppliers) to:

- determine if substances supplied are hazardous and/or dangerous goods
- prepare material safety data sheets (SDSs) and labels for substances classified as hazardous and/or dangerous goods
- prepare package markings and packaging for substances classified as dangerous goods
- review and revise SDSs as required and in any event every five years
- provide a current SDS to any person to whom the substance is supplied and to any employer on request
- ensure that the condition of dangerous goods accords with the Dangerous Goods (Transport by Road or Rail) Regulations 2008 before they are supplied to any person
- disclose commercially confidential information to a registered medical practitioner on request.

Suppliers (excluding retailers or retail warehouse operators*) are required to:

- provide a current SDS to any person to whom the substance is supplied for use at a workplace and to any employer on request
- ensure that containers in which substances are supplied are labelled/marketed with the manufacturer’s or importing supplier’s label
- ensure that containers of dangerous goods do not, or will not, leak and that the dangerous goods are in good condition.

*Refer to compliance code for definition of retailers and retail warehouse operators.

What are the key duties of employers?

Occupational Health & Safety Regulations 2017 (Part 4.1 - Hazardous Substances) and the Dangerous Goods (Storage and Handling) Regulations 2012 require employers (occupiers) to:

- ensure that prohibited hazardous substances are not used
- obtain copies of the current manufacturer’s or importing supplier’s SDSs for all hazardous substances/dangerous goods supplied to the workplace and ensure that workers have access to such SDSs
- ensure all containers of hazardous substances/dangerous goods supplied are labelled/ marked with the manufacturer’s or importing supplier’s label
- ensure decanted or transferred hazardous substances and dangerous goods are labelled as required
- ensure hazardous substances/dangerous goods in systems/pipework are identified
- set up a hazardous substances/dangerous goods register
- eliminate or reduce risks associated with the use of hazardous substances/dangerous goods as far as is practicable
- for dangerous goods, undertake specific risk control duties associated with: design, workers and visitors, stability and interaction of goods, plant and structures, spill control, and dangerous atmospheres. Prepare for incidents and emergencies and undertake specific duties in relation to incidents. Ensure storage and manufacturing areas are placarded where required
- for hazardous substances, carry out atmospheric monitoring and health monitoring in certain circumstances
- provide employees with information, instruction and training
- consult with health and safety representatives in certain circumstances
- undertake additional duties if scheduled carcinogens or threshold quantities of dangerous goods are stored or used.
# Key steps for manufacturers and importing suppliers

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## Key steps for suppliers

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<td>Step 5</td>
<td>Document and check activities have been undertaken</td>
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</tr>
</tbody>
</table>
Manufacturers’, importing suppliers’ and suppliers’ duties

Manufacturers / Importing suppliers

Classify substance

Hazardous/Dangerous Goods?

Yes

Prepare SDS

- Aust. company name/contact
- Date of preparation/revision
- Product identifier and chemical identity
- Ingredients
- Health hazard/First Aid info
- Exposure standard [if any]
- Chemical and physical properties
- Precautions for use
- Statement [hazardous]
- If applicable, the proper shipping name, UN number, class, subsidiary risk and packing group of the dangerous goods

Label

- Product name or identifier
- Aust. company name/contact
- Name and proportion of each hazardous ingredient
- Health and safety information (including risk and safety phrases)
- Signal words and hazard pictogram

Prepare packaging and package markings (if dangerous goods)

- In accordance with ADG Code

Ensure SDS provided

- On request
- On or before first supply
- After revision

Suppliers

(For hazardous substances use Hazardous Chemical Information System (HCIS) or GHS)

(For dangerous goods refer regulations or Summary p10)

No

OHS Act may apply

Ensure container is labelled/ marked and goods are in good condition
## Step 1: Decide who is responsible for key tasks and plan action

A person or group of people must be given responsibility for managing chemicals and ensuring all legal requirements are met. Tasks must be planned to make the process manageable and effective.

<table>
<thead>
<tr>
<th>Appoint a person or team to oversee hazardous substances and dangerous goods issues</th>
</tr>
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<tbody>
<tr>
<td>The person or team should have the authority to allocate resources, roles and responsibilities. Consult with relevant employees on the allocation of roles and resources so that the best person or team is selected for, and committed to, the job.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decide who is going to do what tasks, how, and when</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop and maintain an action plan that states what needs to be done, by whom, how, and when.</td>
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</tbody>
</table>

Responsibilities and resources will need to be allocated in relation to:

- identification of manufactured or imported substances
- classification of substances
- preparation of SDSs, labels, package markings and packaging
- review, revision and maintenance of SDSs, labels, package markings and packaging
- distribution of SDSs
- handling of inquiries and provision of information and advice
- documentation of activities in place to manage the provision of SDSs, labelling and information/advice
- audit and evaluation of whether activities have been completed
- provision of information, instruction and training where necessary.

These tasks or responsibilities may be performed internally by one or more persons or by an external consultant. Depending on the tasks allocated, the person(s) should have the ability to:

- interpret the regulations and relevant codes and standards
- classify substances using relevant criteria
- understand the purpose of an SDS and the relevant label and information that should be contained within the SDS
- research and understand toxicity data and properties of dangerous goods
- identify appropriate measures for the safe use and handling of substances and goods
- prepare an SDS in a clear format using plain language.
**Step by step guide for manufacturers and importers (first suppliers)**

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
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</table>
| **Provide appropriate information, instruction and training, where necessary, to people allocated roles and responsibilities** | Refer to the WorkSafe Victoria publication *Getting Started with Workplace Health and Safety: An Introduction to Health and Safety Responsibilities, Roles and Functions, Training, Information and Records.*  
Inquire about suitable external training where required. Some organisations provide training on specific issues such as the classification of hazardous substances. |
| **Engage consultants where necessary**                                | If you do not have in-house expertise, you may need to where necessary hire a consultant. If you are using a consultant:  
- agree on the tasks to be performed, the cost and timeframes  
- work closely with them to ensure that your needs are met  
- provide any relevant information or assistance  
- involve your own staff where appropriate  
- use suitable consultants that may assist you, including occupational hygienists, toxicologists, dangerous goods experts, and consultants that specialise in classifying hazardous substances/dangerous goods and preparing MSDSs, labels and packaging. |
Step 2: Identify all manufactured and/or imported substances

- Prepare a list of all manufactured and/or imported substances
  - A review of production, sales invoices, existing inventories or other relevant records may produce the list you need.
  - Appendix 1 suggests other information that could be noted to assist in the steps that follow.

Step 3: Classify substances

- Check whether substances supplied have already been classified as hazardous substances or dangerous goods
  - Refer to existing SDSs and other relevant documents.
  - Check to ensure that substances have been classified according to the criteria set out GHS classification system. If not, the substance needs to be classified.
  - If you suspect that goods are dangerous, you are obliged to determine if this is so. Check if products have been classified as dangerous goods and assigned the appropriate class, subsidiary risk and packing group. Refer to the Code of Practice on Storage and Handling of Dangerous Goods and the Australian Dangerous Goods Code (ADG Code) for more information.

- Classify substances using the List or Criteria, or relevant documents
  For hazardous substances classification refer to the:
  Safe Work Australia Hazardous Chemicals Information System (HCIS) to see if the substance or its ingredients are listed. Use of the list is a relatively quick and easy way to classify a substance; or
  - GHS if the substance or its ingredients are not on the List. Use of the GHS requires the interpretation of toxicity (health effects) data. If this proves difficult, seek the assistance of a consultant.

  For dangerous goods classification criteria, refer to:
  - Reg 38 of the Dangerous Goods (Transportation by Road or Rail) Regulations 2008 and the Australian Dangerous Goods (ADG) Code; or
  - C1 combustible liquids, AS1940; or
  - Order of Governor in Council – Dangerous Goods Act 1985 (also listed in Vol. II, Appendix 5 of the ADG Code) for goods which are too dangerous to be transported.
Step 4: Prepare safety data sheets (SDSs)

Material safety data sheets are the main information source regarding a substance. They must contain information to allow an end-user to know what the product contains, health hazard information, hazardous properties, First Aid treatment, precautions for use, safe handling information, and an Australian contact point.

| Plan and prioritise the preparation of SDSs | Determine which SDSs should be prepared first by taking into account:
| | • the types of substances/goods manufactured or imported
| | • the quantities supplied
| | • substances likely to present a greater risk to health, property and the environment because of their toxicity, form, quantities typically used by clients, and the way they are likely to be transported, used and stored.
| | Check any existing SDSs to make sure they are up to date and comply with the relevant regulations.

| Prepare SDSs | • Refer to the Victorian Hazardous Substances Regulations and Dangerous Goods Regulations to determine the minimum information that must be contained in an SDS. Appendix 3 provides a useful checklist.
| | • Refer to the Victorian Compliance Code for Hazardous Substances and Safe Work Australia’s Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals. (Refer to the Code of Practice for Storage and Handling of Dangerous Goods if applicable).
| | • You should note the references used in preparing an SDS so that you can demonstrate that the information contained in the SDS is based on reliable sources.
| | Note: You are responsible for ensuring that the information on the SDS is correct. Therefore, you must be sure that sources of information used to compile an SDS are accurate.

| Provide information for products that are not classified as hazardous substances or dangerous goods | • Substances that are not classified as hazardous under the regulations are covered by the Occupational Health and Safety Act 1985.
| | • The OHS Act requires manufacturers, importers and suppliers of substances to provide whatever information is necessary to enable the substance to be used in a safe manner. Usually, the most convenient, recognisable and established way of doing this is in the form of an SDS and label.

| Keep and maintain controlled or reference copies of current SDSs | • Ensure that reference or master copies can be identified in some way and are kept secure e.g. mark originals and place them in a product file. |
Step 5: Provide copy of current SDS

**Set up a system for providing SDSs**

- Determine how SDSs will be provided/distributed to suppliers or employers on or before first supply and on request. The system can be manual or computerised. Computer generated SDSs that are linked to purchasing and product distribution systems are commercially available and may assist with the process.
- Keep records of who has been provided with an SDS, when, and the date the SDS was issued. This will keep you informed of who has been given updated SDSs after a revision and it may reduce the need to send an SDS with every product delivery. Such records may also be used as evidence of compliance with regulatory requirements if a dispute occurs with a supplier or employer.

Step 6: Label containers of chemicals

Labels and package markings for chemicals must identify the product and provide relevant information to the end user so that the product can be used safely.

**Prepare labels, package markings and packaging as required**

- Refer to the relevant regulations for guidelines on the information that must be displayed.
- Refer to the *Victorian Compliance Code for Hazardous Substances and Safe Work Australia’s Model Code of Practice: Labelling of Workplace Hazardous Chemicals* for guidance on preparing a label.
- Refer to the *Australian Dangerous Goods Code* (the ADG Code) for packaging and package marking requirements if the goods are dangerous.
- The checklist in Appendix 4 may assist the process of labelling hazardous substances and dangerous goods.
- Check that the labels (and package markings) prepared are accurate and contain the minimum information specified in the regulations.
- Ensure that the labels, packaging and package markings prepared are appropriate for the anticipated transport, use and storage conditions before, during and after the substance is supplied. This will ensure labels remain attached and legible.

**Ensure that the appropriate labels/package markings are firmly attached and in good condition before being dispatched**

- Handle containers in a way that ensures labels/markings are not damaged.
- If labels/markings are damaged, have a procedure in place to ensure that they are not distributed.
- Also have a procedure in place to deal with situations when products are returned due to labelling issues, or when a request is made for new or extra labels.

NB: Other legislative requirements for labelling may also apply if the substances are therapeutic goods, poisons or agricultural chemicals.
Step 7: Review and revise SDSs and labels

MSDSs and labels must be reviewed and, where necessary, revised to ensure that they are up to date, accurate, and contain adequate and appropriate information in plain English.

Schedule regular reviews of MSDSs (at least every five years) and revise SDSs as often as necessary

Establish circumstances when a review/revision of an SDS is required. SDSs should be reviewed and revised when there is:

- a change in the ingredients (type, proportions, chemical identity etc.)
- change in the form of the substance
- new knowledge about the health effects or properties of the substance or its ingredients
- new knowledge about the safety measures to be used
- a change in company contact details
- a complaint, errors detected, or issues raised by customers or regulatory bodies. In any event, SDSs should be reviewed and revised at least every five years.

Make any necessary changes and insert the date when the SDS was reviewed or revised in a location that makes it easy for the end user to find.

Review and revise labels where necessary

- Labels should be reviewed and revised as necessary to ensure current information is provided.
- Ensure relevant information from a revised SDS is reflected on the label.

Distribute updated SDSs and labels

Forward updated SDSs and labels to the person(s) responsible for:

- maintaining master or reference copies
- distributing SDSs to customers
- printing the labels
- attaching labels to the containers/packaging.

Develop a system to stop outdated or inaccurate SDSs and labels from being circulated.
Step 8: Provide advice and information to clients

Set up a system to deal with inquiries from customers and medical practitioners

- Consideration should be given to:
  - establishing an advice/information line
  - the hours of operation of an inquiry line
  - recording of queries and complaints
  - who should handle particular inquiries or complaints
  - situations when specialist knowledge is required
  - any training required for people handling queries
  - feedback that indicates an SDS and/or label needs reviewing/revising/improving
  - dealing with requests from medical practitioners for the chemical identity of ingredients. The regulations require immediate compliance in this situation.

- Note: A good SDS and label is likely to reduce the number of queries and complaints.

Step 9: Document and check activities have been undertaken

Document how you manage the supply of chemicals and chemical information

- This should include documenting resources, policies and procedures, work instructions, checklists and records to be kept.
- Such documentation ensures that there is a consistent approach and that compliance is maintained. It also forms the basis for training employees and for continuous improvement.

Regularly check that policies, procedures or work instructions etc. are followed and remain effective

- Schedule regular checks/audits of the system.
- Nominate persons responsible to conduct the checks/audits.

Record the results of the checks/audits

- Document the results of the checks/audits.
- Identify strengths and weaknesses of the system.
- Include any actions to be taken, by whom and when.
- Communicate results of checks/audits to relevant employees/supervisors.
- Follow up any actions required.
Step 1: Decide who is responsible for key tasks and plan action
Nominate someone to oversee and carry out the tasks listed below.

Step 2: Identify hazardous substances and dangerous goods supplied

- Refer to Appendix 2 for a proforma for listing substances supplied.
- Obtain a copy of the Australian manufacturer’s or importer’s current SDS for each product supplied.
- Check the SDS and label to determine whether products are classified as hazardous and/or dangerous goods.
- Request information in writing if the SDS is unclear about whether the product is classified as dangerous goods or a hazardous substance.
- If a manufacturer’s or importer’s SDS is not available for a particular product, check with the manufacturer or importer to determine if the substance is classified as dangerous goods and/or a hazardous substance. Request their response in writing.
Step 3: Ensure containers of hazardous substances and dangerous goods are labelled appropriately and that goods are in good condition

- Check that the labels and/or package markings are firmly attached and in good condition before dispatch.
  - Check that all containers of hazardous substances and dangerous goods are appropriately labelled with the Australian manufacturer’s or importing supplier’s label or markings.
  - Check that the labels are in good condition before they are supplied to a customer.
  - For substances classified as dangerous goods, before supply check:
    - that the condition of the dangerous goods, the packaging and package markings comply with the storage and handling regulations; and
    - that the container in which the dangerous goods are stored is not leaking or will not leak. For general safety, this precaution should be undertaken for all chemicals.
  - Handle containers in a way that ensures labels are not damaged.
  - If labels are damaged, have a procedure in place to ensure that they are not distributed.

- Determine action to be taken if labels are inadequate, or not firmly fixed or attached.
  - Have a procedure in place to deal with situations when products are returned due to labelling issues, or when a request is made for new or additional labels.
  - Where required, either:
    - return containers to the manufacturer or importing supplier; or
    - advise the manufacturer or importing supplier of the problem and ask for rectification; or
    - seek an alternative product source.

Step 4: Provide a copy of the current SDS

- Distribute the manufacturer’s or importer’s current SDSs for supplied hazardous substances and dangerous goods.
  - Nominate the person(s) or department responsible for distributing SDSs.
  - Keep current SDSs for substances supplied. If you are unsure about whether an MSDS is current or applicable to old stock that is still being issued, contact the manufacturer or importer.
  - Contact the manufacturer or importer to determine whether they have a system in place to ensure that you are supplied promptly with updated SDSs.
  - Establish a system to ensure that SDSs are regularly obtained from the manufacturer or importer.
  - Determine how you are going to provide copies of SDSs to customers or other suppliers. The system can be manual or computerised. Computer generated SDSs that are linked to purchasing and product distribution systems are commercially available and may assist the process.
  - Keep records of who has been sent or given SDSs, when, and which version of the SDS was provided. This will keep you informed of who has been given the latest SDSs after a revision and should reduce the need to send an SDS with every product delivery. Such records may also be used as evidence of compliance with regulatory requirements if a dispute arises with a manufacturer, importer or employer.
## Step 5: Document and check activities have been undertaken

**Document the activities in place to manage the supply of chemicals and chemical information**

This should include resources, policies and procedures, work instructions, records and any checklists that are in place.

Such documentation ensures that compliance is maintained and consistent. It also forms the basis for training employees and for continuous improvement. Refer to the WorkSafe Victoria publication *Getting Started with Workplace Health and Safety: An Introduction to Workplace Health and Safety Policies, Procedures and Evaluation.*

**Regularly check that policies/procedures/work instructions etc. are followed and remain effective**

- Schedule regular checks/audits.
- Nominate persons responsible for ensuring that any issues arising from the audits are dealt with adequately.

**Record the results of the checks/audits**

- Document the results of the checks/audits.
- Identify strengths and weaknesses of the system.
- Include any actions to be taken, by whom and when.
- Communicate results of checks/audits to relevant employees/supervisors.
### Appendix 1 – List of substances manufactured/imported

<table>
<thead>
<tr>
<th>Product</th>
<th>Hazardous Goods</th>
<th>Dangerous Goods</th>
<th>SDS Date</th>
<th>Yes/No/Not sure</th>
<th>Label Yes/No/NA</th>
<th>Action required</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Classify substance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
<td>Timeframe</td>
<td>Prepare, review or revise SDS/label/package marking/packaging</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Person responsible</td>
<td>(State what action is needed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Timeframe</td>
<td>Person responsible</td>
</tr>
</tbody>
</table>

* If an SDS is more than five years old, it needs to be reviewed and revised.

* NA is not applicable for situations where an SDS is not required according to regulations. NB: In this case, other information enabling safe use, transport or storage of the product will be required.
### Appendix 2 – List of substances to be supplied

<table>
<thead>
<tr>
<th>No.</th>
<th>Product</th>
<th>Hazardous Substances</th>
<th>Dangerous Goods</th>
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<tr>
<td></td>
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<td>Yes/No</td>
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<table>
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<tr>
<th>SDS</th>
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<tr>
<td></td>
<td></td>
<td>Yes/No</td>
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</table>

<table>
<thead>
<tr>
<th>Packaging adequate</th>
<th>Yes/No #</th>
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</table>

<table>
<thead>
<tr>
<th>Labels adequate</th>
<th>Yes/No #</th>
</tr>
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<tbody>
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</tbody>
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<table>
<thead>
<tr>
<th>Dangerous Goods</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Hazardous Goods</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Further action required</th>
<th>Person responsible</th>
<th>Action required</th>
<th>Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*# If label/packaging is damaged, incorrect e.g. non-compliant with the regulations; or inadequate in some other way, contact the manufacturer or importer for new labels/packaging or resolve the issue to prevent further problems.

If an SDS is more than five years old, contact the manufacturer or importer for a current version.

Date list was prepared/revised: # Day

Date list was prepared/revised: # Day

# Day
Use this checklist to assess whether the SDS complies with the Victorian Occupational Health and Safety Regulations 2017 and the Victorian Dangerous Goods (Storage and Handling) Regulations 2012.

An SDS will not comply where the required information is absent and may not comply where information is inconsistent, insufficient or inaccurate.

Any SDS developed in accordance with the Work Health and Safety regulations of another Australian jurisdiction is also acceptable. These regulations may have different requirements to the OHS Regulations. Despite this, if a manufacturer or importing supplier has classified a substance, or prepared an SDS or label that is compliant with equivalent legislation, they will be considered compliant with the OHS Regulations.
### Manufacturer/importer (first supplier):

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Contact no:</th>
</tr>
</thead>
</table>

### Product:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Identification no.:</th>
<th>Chemical identity:</th>
</tr>
</thead>
</table>

### Table of SDS checklist

<table>
<thead>
<tr>
<th>Information Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product identifier and chemical identity</td>
<td></td>
</tr>
<tr>
<td>Manufacturer or importer details</td>
<td></td>
</tr>
<tr>
<td>Emergency telephone number</td>
<td></td>
</tr>
<tr>
<td>Date of preparation or last review</td>
<td></td>
</tr>
<tr>
<td>Hazard identification</td>
<td></td>
</tr>
<tr>
<td>Hazard statement(s) and precautionary statement(s)</td>
<td></td>
</tr>
<tr>
<td>Composition of the substance and information on hazardous ingredients</td>
<td></td>
</tr>
<tr>
<td>First aid measures</td>
<td></td>
</tr>
<tr>
<td>Firefighting measures and accidental release measures</td>
<td></td>
</tr>
<tr>
<td>Exposure control, including exposure standards, engineering controls and personal protection information</td>
<td></td>
</tr>
<tr>
<td>Information relating to handling and storage, including how the substance may be safely used</td>
<td></td>
</tr>
<tr>
<td>Disposal considerations</td>
<td></td>
</tr>
<tr>
<td>Information relating to the physical and chemical properties of the substance</td>
<td></td>
</tr>
<tr>
<td>Stability and reactivity information</td>
<td></td>
</tr>
<tr>
<td>Toxicological information, including health effects</td>
<td></td>
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</tbody>
</table>
## Appendix 3 – SDS checklist

<table>
<thead>
<tr>
<th>Is this information present? (Tick if present)</th>
<th>Is this information consistent, sufficient and accurate? (Comments)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td></td>
</tr>
<tr>
<td>□ In English</td>
<td></td>
</tr>
<tr>
<td>□ Date of preparation or review</td>
<td></td>
</tr>
<tr>
<td>□ Hazard Pictogram(s)</td>
<td></td>
</tr>
<tr>
<td><strong>Company details</strong></td>
<td></td>
</tr>
<tr>
<td>□ Manufacturer or importer name, address, telephone number</td>
<td></td>
</tr>
<tr>
<td>□ Australian contact telephone number in event of emergency</td>
<td></td>
</tr>
<tr>
<td><strong>Identification/Ingredients</strong></td>
<td></td>
</tr>
<tr>
<td>□ Product name</td>
<td></td>
</tr>
<tr>
<td>□ If applicable, the proper shipping name, UN number, class, subsidiary risk and packing group</td>
<td></td>
</tr>
<tr>
<td>□ Chemical identity of ingredients (or generic name if Schedule 8 ingredient and commercially confidential)</td>
<td></td>
</tr>
<tr>
<td>□ Composition, proportion and range of ingredients Chemical and physical properties (as applicable)</td>
<td></td>
</tr>
<tr>
<td><strong>Health hazards information</strong></td>
<td></td>
</tr>
<tr>
<td>□ Hazard class identification in accordance with the GHS</td>
<td></td>
</tr>
<tr>
<td>□ Acute health effects</td>
<td></td>
</tr>
<tr>
<td>□ Swallowed</td>
<td></td>
</tr>
<tr>
<td>□ Eye</td>
<td></td>
</tr>
<tr>
<td>□ Skin</td>
<td></td>
</tr>
<tr>
<td>□ Inhaled</td>
<td></td>
</tr>
<tr>
<td>□ Chronic health effects</td>
<td></td>
</tr>
<tr>
<td><strong>First Aid</strong></td>
<td></td>
</tr>
<tr>
<td>□ Swallowed</td>
<td></td>
</tr>
<tr>
<td>□ Eye</td>
<td></td>
</tr>
<tr>
<td>□ Skin</td>
<td></td>
</tr>
<tr>
<td>□ Inhaled</td>
<td></td>
</tr>
<tr>
<td>□ First Aid facilities</td>
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</tbody>
</table>
## Appendix 3 – SDS checklist

<table>
<thead>
<tr>
<th>Is this information present?</th>
<th>Is this information consistent, sufficient and accurate?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Tick if present)</td>
<td>(Comments)</td>
</tr>
</tbody>
</table>

### Precautions for safe use
- Hazard statements and precautionary statements
- Exposure standard (if applicable)
- Engineering controls
- Personal protective equipment (PPE)
- RPD type
- Glove type
- Eye protection
- Clothing
- Firefighting measures and accidental release measures

### Safe handling information
- Spills and disposal
- Clean-up spills/leaks
- Precautions for clean-up
- Disposal method

NOTE: This checklist only includes the Victorian hazardous substances and dangerous goods requirements. The SDS may contain additional information or exist in a format that meets the requirements of the Safe Work Australia *Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals*. Other regulatory requirements may also apply to the substance.
Appendix 4 – Labels checklist

Use this checklist to assess whether the label complies with the Victorian Occupational Health and Safety Regulations 2017. NB: This checklist does not provide details on package marking requirements for dangerous goods. Package markings for substances that are recognised as dangerous goods must be in accordance with the Australian Dangerous Goods Code (ADG Code).

A label will not comply where the required information is absent and may not comply where information is inconsistent, insufficient or inaccurate.
### Appendix 4 – Labels checklist

**Manufacturer/importer:**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Contact no:</td>
</tr>
</tbody>
</table>

**Product:**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification no:</td>
</tr>
<tr>
<td>Chemical identity:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Is this information present?</strong></th>
<th><strong>Is this information consistent, sufficient and accurate?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Tick if present)</td>
<td>(Comments)</td>
</tr>
<tr>
<td>In English</td>
<td></td>
</tr>
<tr>
<td>the product identifier of the hazardous substance</td>
<td></td>
</tr>
<tr>
<td>Hazard pictogram</td>
<td></td>
</tr>
<tr>
<td>Australian manufacturer or importing supplier name, address, telephone number</td>
<td></td>
</tr>
<tr>
<td>the identity and proportion or proportion range for all ingredients in accordance with Schedule 8 of the OHS Regulations</td>
<td></td>
</tr>
<tr>
<td>Precautionary statements</td>
<td></td>
</tr>
<tr>
<td>Hazard statements</td>
<td></td>
</tr>
<tr>
<td>If applicable, the relevant class label, subsidiary risk label and packing group for dangerous goods. For these goods, package markings are in accordance with the ADG Code*</td>
<td></td>
</tr>
<tr>
<td>Identity and proportion range for all ingredients</td>
<td></td>
</tr>
</tbody>
</table>

*ADG code – Australian Dangerous Goods Code.

# Refer to Compliance Code for Hazardous Substances for definition of the types of ingredients.

**NOTE:** This checklist mainly includes the Victorian hazardous substances requirements. The label may contain additional information or exist in a format that meets the requirements of the Safe Work Australia Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals. Other regulatory requirements may also apply to the substance.
Appendix 5 – Further information

Information sources

WorkSafe Victoria
Tel (03) 9641 1555
Fax (03) 9641 1399
Toll-free 1800 136 089

Website
www.worksafe.vic.gov.au

E-mail
info@worksafe.vic.gov.au

Inquiries

WorkSafe Advisory Service
Tel (03) 9641 1444
Fax (03) 9641 1353
Toll-free 1800 136 089

Acts and regulations

Victorian Legislation and Parliamentary Documents

Relevant Safe Work Australia publications:

Classifying
Hazardous Chemicals Information System List

Labelling
Code of Practice: Labelling of Workplace Hazardous Chemicals Substances

SDS
Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals
See Safe Work Australia website for other guidance material.

Australian Standards

Standards Australia publications

Level 10, The Exchange Centre
20 Bridge Street, Sydney
GPO Box 476
Sydney NSW 2001
Call: +61 2 9237 600

Australian Industry Group (AIG)
www.aigroup.com.au
Level 2 / 441 St Kilda Road
Melbourne VIC 3004
Tel 03 9867 0111

Chemistry Australia
http://chemistryaustralia.org.au/

Level 11
10 Queen St
Melbourne VICTORIA 3000
(03) 9611 5400

Victorian Employers’ Chamber of Commerce and Industry (VECCI)

Level 3
150 Collins Street
Melbourne VIC 3000
Tel 03 8662 5333
Appendix 5 – Further information

Other industry associations
You may be a member of another industry association. Contact them for information about hazardous substances management in your industry.

Victorian Trades Hall Council (VTHC)
www.vthc.org.au
54 Victoria Street
Carlton South 3053
Tel 03 96623511

Your union
You may be a member of a union. Contact them for information about hazardous substances management in your industry.

Contacts for specialist consultants
Australian Institute of Occupational Hygienists (AIOH)
www.aioh.org.au
Unit 2, 8-12 Butler Way / PO Box 1205
Tullamarine Victoria 3043
Australia
+61 3 9338 1635

Advice on disposal of hazardous wastes and management of spills
Environment Protection Authority (EPA)
http://www.epa.vic.gov.au
200 Victoria Street,
Carlton, 3053
1300 372 842

On-line information sources
Australia
- SafeWork Australia www.safeworkaustralia.gov.au
- Standards Australia – www.standards.com.au
- WorkCover, NSW – www.workcover.nsw.gov.au

Overseas
- Cambridge University access to chemical journals – www.ch.cam.ac.uk/ChemJournals.html
- Canadian Centre of OSH – www.ccohs.ca
- Health and Safety Executive, UK – www.hse.gov.uk
- National Institute of OSH, USA – www.cdc.gov/niosh/homepage.html
WorkSafe Victoria

WorkSafe Agents
Agent contact details are all available at worksafe.vic.gov.au/agents

Advisory Service
Phone, (03) 9641 1444
Toll-free, 1800 136 089
Email, info@worksafe.vic.gov.au
Website, worksafe.vic.gov.au

For information about WorkSafe in your own language, call our Talking your Language service

<table>
<thead>
<tr>
<th>Language</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>廣東話</td>
<td>1300 559 141</td>
</tr>
<tr>
<td>Ελληνικά</td>
<td>1300 650 535</td>
</tr>
<tr>
<td>Македонски</td>
<td>1300 661 494</td>
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<tr>
<td>Italiano</td>
<td>1300 660 210</td>
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<tr>
<td>普通话</td>
<td>1300 662 373</td>
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<tr>
<td>Српски</td>
<td>1300 722 595</td>
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<tr>
<td>Español</td>
<td>1300 724 101</td>
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<tr>
<td>Türkçe</td>
<td>1300 725 445</td>
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<tr>
<td>Việt Ngữ</td>
<td>1300 781 868</td>
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<tr>
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<td>1300 554 987</td>
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<td>1300 782 442</td>
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<td>Other</td>
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