



Chemical Safety in the Workplace for Small Businesses

November 2009



Environmental
Protection Authority
Te Mana Rauhi Taiao

Department of Labour
TE TARI MAHI



Why is this booklet important for your business?

Managing your chemicals makes good business sense. It costs very little, and is a good 'insurance policy'.

Controlling your chemicals **prevents accidents and injuries** that can be very serious for your staff, for you, and your business. Think of lost time from accidents and investigations, and increased ACC levies.

By completing these sheets, you have taken the first step in meeting your legislative obligations under HSNO (Hazardous Substances and New Organisms Act 1996). You have also taken steps to manage your chemicals hazards under **HSE legislation** (Health and Safety in Employment Act 1992).

Introducing the chemical inventory sheet

This sheet will help you get your chemical inventory done.

Each sheet has room for information about three chemicals. If you have more than this, use multiple sheets.

Over the next few pages, you'll find examples and tips on how to do it.

Chemical inventory sheet
 Use copies of this sheet to carry out a chemical inventory of your workplace. Staple the sheets together and store them with your workplace hazard register. Review each year, or when chemicals change.

Organisation or company name _____ Sheet number _____

STEP 1 Describing the chemical									
Name of chemical									
What do we use it for? Who uses it?									
Where is it stored? How much is there?									
What form? What container? <i>Form = gas, liquid, gel, solid, powder</i>									
STEP 2 Determining the risk									
What are the hazards for this chemical? <i>Can be Explosive, Flammable, Toxic, Corrosive, Oxidising, or Ecotoxic. See the label or safety data sheet.</i>									
Rate the Severity of harm 3 = Major (Death, long-term disability) 2 = Serious (Short-term disability) 1 = Slight (all other injuries/illnesses)		S =		S =		S =			
Rate the Likelihood of harm 3 = Highly likely (almost certain) 2 = Likely (will often occur) 1 = Occasional (may occur sometimes)		L =		L =		L =			
The overall Risk rating <i>Multiply the two ratings (S x L)</i>		Risk =		Risk =		Risk =			
STEP 3 Controlling the chemical									
Overall strategy <i>Eliminate, isolate, or Minimise?</i>									
Controls <i>Tick if needed, and if in place now.</i>		Needed		In place		Needed		In place	
Safety data sheet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protective safety equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure storage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segregation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labelling		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency response plan		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test certificates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions required <i>What do you need to do to control this chemical?</i>									
STEP 4 Record									
Original sheet prepared		Completed? <input type="checkbox"/>		Completed? <input type="checkbox"/>		Completed? <input type="checkbox"/>			
Reviewed/updated		by _____		by _____		by _____			
		date _____		date _____		date _____			

Chemical inventory sheet

Use copies of this sheet to carry out a chemical inventory of your workplace. Staple the sheets together and store them with your workplace hazard register. Review each year, or when chemicals change.

Organisation or company name

Sheet number

STEP 1 Describing the chemical	Name of chemical			
	What do we use it for? Who uses it?			
	Where is it stored? How much is there?			
	What form? What container? <i>Form = gas, liquid, gel, solid, powder</i>			
STEP 2 Determining the risk	What are the hazards for this chemical? <i>Can be Explosive, Flammable, Toxic, Corrosive, Oxidising, or Ecotoxic. See the label or safety data sheet.</i>			
	Rate the Severity of harm 3 = Major (Death, long-term disability) 2 = Serious (Short-term disability) 1 = Slight (all other injuries/illnesses)	S = _____ (1, 2 or 3)	S = _____ (1, 2 or 3)	S = _____ (1, 2 or 3)
	Rate the Likelihood of harm 3 = Highly likely (almost certain) 2 = Likely (will often occur) 1 = Occasional (may occur sometimes)	L = _____ (1, 2 or 3)	L = _____ (1, 2 or 3)	L = _____ (1, 2 or 3)
	The overall Risk rating <i>Multiply the two ratings (S x L)</i>	Risk = _____	Risk = _____	Risk = _____
STEP 3 Controlling the chemical	Overall strategy <i>Eliminate, Isolate, or Minimise?</i>			
	Controls <i>Tick if needed, and if in place now.</i>	<i>Needed</i>	<i>In place</i>	<i>Needed</i>
	Safety data sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Protective safety equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Secure storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Segregation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Labelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency response plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Actions required <i>What do you need to do to control this chemical?</i>				
STEP 4 Record	Original sheet prepared	by _____	date _____	
	Reviewed/updated	by _____	date _____	

Steps for completing your chemical inventory

Start by printing or photocopying some copies of the chemical inventory sheet on the previous page. You could also download a copy from the EPA website (www.epa.gov/nz).

Here's what you do



Describe the chemical
See page 4



Determine how risky it is
See pages 5, 6 and 7



Think about the controls you need to manage it
See pages 8, 9, and 10



Follow up on any actions that are needed
See page 10



Review the sheet each year, or when your chemicals change
See page 11

Chemical inventory sheet
Use copies of this sheet to carry out a chemical inventory of your workplace. Staple the sheets together and store them with your workplace hazard register. Review each year, or when chemicals change.

Organisation or company name _____ Sheet number _____

STEP 1 Describing the chemical	Name of chemical			
	What do we use it for? Who uses it?			
	Where is it stored? How much is there?			
STEP 2 Determining the risk	What form? What container? <i>Form = gas, liquid, gel, solid, powder</i>			
	What are the hazards for this chemical? <i>Can be Explosive, Flammable, Toxic, Corrosive, Oxidising, or Ecotoxic. See the label or safety data sheet.</i>			
	Rate the Severity of harm 3 = Major (Death, long-term disability) 2 = Serious (Short-term disability) 1 = Slight (all other injuries/illnesses)	S = _____ (1, 2 or 3)	S = _____ (1, 2 or 3)	S = _____ (1, 2 or 3)
	Rate the Likelihood of harm 3 = Highly likely (almost certain) 2 = Likely (will often occur) 1 = Occasional (may occur sometimes)	L = _____ (1, 2 or 3)	L = _____ (1, 2 or 3)	L = _____ (1, 2 or 3)
	The overall Risk rating <i>Multiply the two ratings (S x L)</i>	Risk = _____	Risk = _____	Risk = _____
STEP 3 Controlling the chemical	Overall strategy <i>Eliminate, Isolate, or Minimize?</i>			
	Controls <i>Tick if needed, and if in place now:</i>			
	Safety data sheet	Needed	In place	Needed
	Protective safety equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Secure storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Segregation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Labelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency response plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STEP 4 Record	Actions required <i>What do you need to do to control this chemical?</i>			
	Original sheet prepared	by _____	Completed? <input type="checkbox"/>	date _____
	Reviewed/updated	by _____	Completed? <input type="checkbox"/>	date _____

Step 1 Describing the chemical



Here's how you fill out the top section of the sheet, which is all about describing the chemicals you have.

Tips for completing this section

- Do a 'walk-around survey'. Walk around your workplace, looking for and asking about chemicals that are used and stored in different areas, and fill out the details as you go.
- Give other employees a sheet and ask them to write down the chemicals in their area.

Example of this section filled in

You don't need to write a lot of information.

STEP 1 Describing the chemical	Name of chemical	Petrol	Caustic Soda	Methylated Spirits
	What do we use it for? Who uses it?	• Generator • Supervisor	• Cleaning concrete • Cleaner	• Computer screens • Office staff
	Where is it stored? How much is there?	Garage-top shelf 4L	Cleaning cupboard 500g	Computer cupboard 1L
	What form? What container? <i>Form = gas, liquid, gel, solid, powder</i>	• Liquid • Plastic Petrol container	• Powder • Plastic tub	• Liquid • Plastic bottle

Time to clean up your chemicals?

Here are some things to think about while you're describing your chemicals.

Name of chemical

Are there any chemicals you can't identify? It is never safe to use something if you're not sure what it is.

Arrange to remove unidentified chemicals safely from your site. Contact your local council for advice on how to have these chemicals safely disposed of, or contact a specialist waste disposal company. Check the Yellow Pages.

What do we use it for, who uses it, and do we need it?

Get rid of any chemicals you don't use any more.

Ask yourself whether there are safer alternatives that can be used.

Where is it stored, and how much is there?

Are you storing more than you need? This could be a chance to reduce your chemical quantities.

What form, and what container?

This is a good time to check whether the containers you're using are adequate, for example, properly labelled, securely closed, not in food containers, etc.

Step 2 Determining the risk









Now you should know what chemicals you have, so it's time to look at how harmful or risky those chemicals can be.

- We all know chemicals can be dangerous, and we can come in contact with them in many ways, such as contact with skin and eyes, or breathing dust or vapours, or swallowing.
- Chemicals can cause burns, nausea, heart attacks, brittle bones, hair loss, blood clots, breathing difficulties, irritations to the skin, cancer, or even death.
- Sometimes we don't even know that we are being harmed, because we can't see it, or because it takes a long time to show up. For example, breathing in solvent fumes may affect your health years later.
- Chemicals can harm the environment too – contaminating the air, earth, water, plants, and animals.

Tips for completing this section

What are the hazards (dangers) of this chemical?

There are six main types of hazard or danger posed by chemicals.

Explosive	Flammable	Toxic	Corrosive	Oxidising	Ecotoxic
	Causes fires	Poisonous	Corrodes skin, eyes, or metals.	Makes fires burn faster	Pollutes the environment
<i>Examples</i> Fireworks	Petrol	Cyanide paste	Sulphuric acid	Oxygen	Diesel
<i>Hazard labels</i> 					

Look for these hazard labels (called pictograms) on containers and safety data sheets. On page 12 we've also provided a list of hazards for some common chemicals.

Finding information about hazards and harm

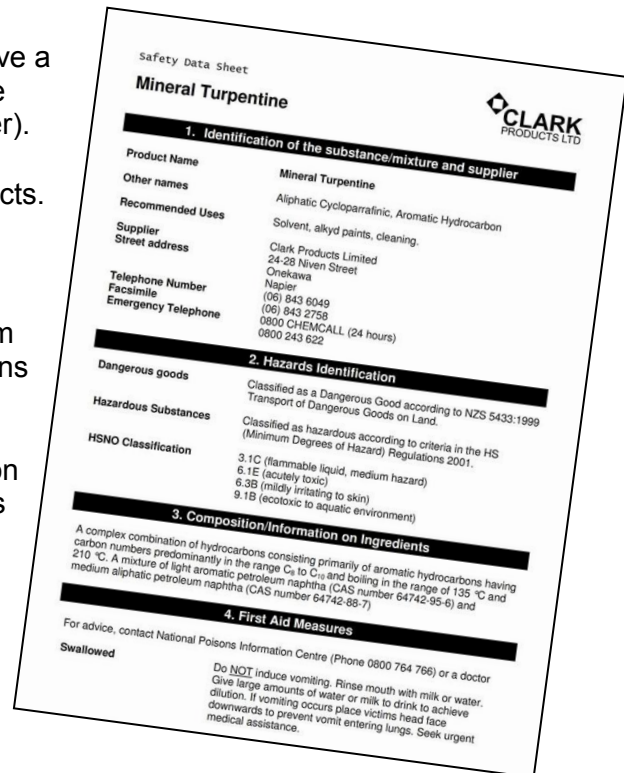


Information sources

1 Safety Data Sheet (SDS)

For each chemical in your workplace, you must have a safety data sheet, stored in a place where it can be quickly referred to (such as in your Hazard Register).

- Safety data sheets provide detailed information about a chemical, including health and safety facts.
- People who supply you with chemical products must provide you with one of these safety data sheets, so ask them for one.
- Read the safety data sheet to find out what harm the chemical causes, and what safety precautions you should take.
- Employees with language or literacy difficulties might find it hard to read or understand what's on the safety data sheet. It is your responsibility as an employer to make sure that they understand what to do in order to keep themselves, their colleagues and the environment safe.



Focus particularly on these sections:

- | | |
|------------|---|
| Section 1 | Product name & emergency telephone number |
| Section 2 | Hazard identification |
| Section 4 | First aid |
| Section 6 | Accidental spill |
| Section 7 | Handling & storage |
| Section 8 | Personal protective equipment |
| Section 13 | Disposal |

Section 5 *Fire-fighting measures*

This section is important for the fire service. That's why you should keep your safety data sheets in a place where emergency services can find them easily.

2 Container labels

- Manufacturers' labels contain information about harm and emergencies/first-aid.
- All containers should have clear labels. If the label isn't adequate or it is unreadable, get it replaced.
- Don't open any unlabelled container! If you don't know what's in it, don't use it! If you are decanting or transferring chemicals into another container, label that container.

3 A list of hazards chemicals showing what harm they cause

See page 12 for a list of common workplace chemicals, and their hazards. This will help you fill out Step 2 of the chemical inventory sheet.

Filling out the ratings

Rate the Severity of harm (S)

- Write '3' if the chemical could kill you or have long-term effects on your health, or if the environment will be significantly damaged
- Write '2' if the chemical has short-term effects on your health or if damage to the environment is short term
- Write '1' for all other types of harm.

If a chemical has multiple hazards, rate the severity of the highest hazard in that chemical as that hazard is most likely to cause the most damage. For example, with petrol - score flammability as the highest hazard.

Rate the Likelihood of harm (L)

Make a judgement about the likelihood of harm occurring, based on how the chemical is stored and used, who by, and how often.

The overall Risk rating (SxL)

Just multiply the Severity rating (1, 2, or 3) by the Likelihood rating (1, 2, or 3) to get the overall risk rating.

Example of this section filled in

Here's what it looks like when you've completed this section.

		Petrol	Caustic soda	Methylated spirits
STEP 2 Determining the risk	What are the hazards for this chemical? <i>Can be Explosive, Flammable, Toxic, Corrosive, Oxidising, Ecotoxic. See the label or safety data sheet.</i>	Flammable Toxic Ecotoxic	Corrosive Toxic Ecotoxic	Toxic Flammable Ecotoxic
	Rate the Severity of harm 3 = Major (Death, long-term disability) 2 = Serious (Short-term disability) 1 = Slight (all other injuries/illnesses)	S = <u>3</u> (1, 2 or 3)	S = <u>3</u> (1, 2 or 3)	S = <u>2</u> (1, 2 or 3)
	Rate the Likelihood of harm 3 = Highly likely (almost certain) 2 = Likely (will often occur) 1 = Occasional (may occur sometimes)	L = <u>1</u> (1, 2 or 3)	L = <u>1</u> (1, 2 or 3)	L = <u>3</u> (1, 2 or 3)
	The overall Risk rating <i>Multiply the two ratings (S x L)</i>	Risk = <u>3</u>	Risk = <u>3</u>	Risk = <u>6</u>

Step 3 Controlling the chemical



Now you need to think about how you are going to control each of your chemicals to keep you, your employees, and your workplace safe.

Use the overall risk rating as a guide. If a chemical has a high risk rating, (i.e. 6 to 9), there is a high likelihood of serious harm occurring. You will need to take this seriously, and put very good controls in place to keep you and your workplace safe. If the chemical has a lower risk rating, the controls will be less demanding, but they are still important.

Tips for filling out this section

Overall strategy for chemical control

There are three strategies for managing chemical hazards. You need to decide your strategy for each of your chemicals.

1 Eliminate the chemical

This is the best strategy. Get rid of the chemical if you don't need it, or if you can substitute a safer one instead. In our example above, you could eliminate methylated spirits if you can use a non-flammable and non-toxic screen cleaner instead.

2 Isolate the chemical

This is the second-best strategy. For example, when spray painting, use a spray booth so others in the workplace are not exposed to the paint.

3 Minimise the chemical

Reduce exposure by controlling the movement of people or the timing of shifts or processes. For example, you can minimise the risk of the caustic soda by wearing protective clothing such as gloves, goggles, etc.

Example of this section filled in

Here's this section filled out. As you can see, there are three main parts: overall strategy, controls, and actions required.

STEP 3 Controlling the chemical	Overall strategy <i>Eliminate, Isolate, or Minimise?</i>	<i>Minimise</i>		<i>Minimise</i>		<i>Minimise</i>	
	Controls <i>Tick if needed, and if in place now.</i>	<i>Needed</i>	<i>In place</i>	<i>Needed</i>	<i>In place</i>	<i>Needed</i>	<i>In place</i>
	Safety data sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Protective safety equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Secure storage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Segregation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Labelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency response plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Actions required <i>What do you need to do to control this chemical?</i>	<i>Label the container</i> Completed? <input type="checkbox"/>		<i>Get SDS Train cleaner</i> Completed? <input type="checkbox"/>		<i>Include in hazard training</i> Completed? <input type="checkbox"/>		

Controls needed and controls in place

Use the tick boxes on the chemical inventory sheet to record which controls are needed, and whether you have them in place.

Example of this section filled in

In this example, we've decided six controls are needed. Only four of these are in place. We still need to get a safety data sheet, and provide training.

Here are some notes about the different control options.

Controls <i>Tick if needed, and if in place now.</i>	Needed	In place
Safety data sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Protective safety equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secure storage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Segregation	<input type="checkbox"/>	<input type="checkbox"/>
Labelling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>
Emergency response plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test certificates	<input type="checkbox"/>	<input type="checkbox"/>
Actions required <i>What do you need to do to control this chemical?</i>	• Get SDS • Train cleaner Completed? <input type="checkbox"/>	

Safety data sheets (SDS)

- You must have one of these for each chemical. If you don't, contact the supplier, who is required to give you one.
- Keep your safety data sheets in a clearly identified place, where they can be easily found by staff, and by emergency services - they rely on these sheets when they attend an incident.
- Make sure all employees who use a chemical know where the safety data sheet is stored and that they understand what's written on it.

Personal protective equipment

- This includes safety glasses, respirators, protective clothing, gloves, and footwear.
- Make sure you've done everything else you can to reduce the chemical's harm before relying on protective clothing and equipment. It's really the last line of defence – it only minimises the potential for harm rather than eliminating it.
- Ideally, each person should have their own equipment. Train them how to use it effectively, how to keep it in good condition, and where to store it safely to prevent contamination.

Training

- What training do your employees need to keep them safe when using chemicals?
- This may include learning about safe operating procedures, reading operating manuals, or attending courses such as Approved Handler training for highly hazardous chemicals.
- An Approved Handler receives training on how to safely handle hazardous chemicals, and can give instruction to other employees. Approved Handlers also learn how to manage potential emergencies involving the chemicals, and why it's important to safely manage the chemicals under the HSNO Act. After training and passing the tests, they get an Approved Handler's Test Certificate, which lasts for five years.

Secure storage

- Store your chemicals so they can only be used by appropriately trained people. Store flammable chemicals in an approved fire-rated cabinet or a flammable goods store.
- Read the safety data sheet to find out if there are any special storage requirements. For example, does it need to be kept away from certain chemicals, or does it need special ventilation or temperature control?

Segregation

- Many chemicals are incompatible with each other, which means if they come into contact with each other, they react violently, causing a fire or explosion.
- Incompatible chemicals must always be segregated (stored separately), to ensure they are not exposed to each other.
- For example, diesel and chlorine should never be stored close together.
- For information about this, see Section 7 (Handling and Storage) of the chemical's safety data sheet.

Labelling

- It is very important that chemical containers have a clear label telling you what’s inside. Without a label, people won’t know what’s in the container, so it shouldn’t be opened.
- If a label is damaged or unreadable, or if a chemical is put into a new container, provide a new label.
- Some product labels have a lot of useful information, including safety instructions, hazardous properties, basic emergency and first aid information, and supplier details.

Signage

- Make sure you have adequate signs to warn people about the chemicals being used and their hazards. For example, the international ‘pictogram’ signs shown earlier.
- These are available from safety equipment providers and should be located at entrances to the building(s) where the chemicals are stored. They also should be located inside the building(s) where the chemicals are stored.
- You may need to put up extra signs as well to warn people of the dangers.

Emergency response

- Preventing accidents and incidents is your first priority.
- But if things go wrong, good emergency management can limit the damage to people and the environment.
- Here’s what you need to have in place:
 - Information
Safety data sheets (these have emergency information), labels, signs.
 - Equipment
For example, fire extinguishers.
 - Emergency Response Plans
To write your plan, use the EPA's free template. This is available online at www.epa.govt.nz or in hard copy.

Test certificates for hazardous chemicals

- Test certificates are much the same as Warrants of Fitness for a vehicle.
- Test certificates verify that a person (approved handler test certificate) and a site (location test certificate) meet the minimum requirements of the law when it comes to safe handling and storage of chemicals.
- If you store large amounts of flammable and/or oxidising chemicals, or you use large amounts of highly toxic chemicals, you may need a Test Certificate.
- Test certificates are issued by test certifiers, who are listed on the EPA website at: <http://www.epa.govt.nz/search-databases/Pages/testcertifiers-search.aspx>. A Test Certifier can help you work out if you need a Test Certificate or not.

Actions required



Write down the actions you’ll take to put the missing controls in place.

Example of this section filled in

In this example, your actions are to get a safety data sheet, and provide training for the cleaner.

Once you’ve completed the actions, update the ‘In place’ column, and tick the ‘Completed?’ tick box.

Controls <i>Tick if needed, and if in place now.</i>		<i>Needed</i>	<i>In place</i>
Safety data sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Protective safety equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Secure storage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Segregation	<input type="checkbox"/>	<input type="checkbox"/>	
Labelling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Signage	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency response plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Test certificates	<input type="checkbox"/>	<input type="checkbox"/>	
Actions required <i>What do you need to do to control this chemical?</i>	Get SDS Train cleaner		Completed? <input checked="" type="checkbox"/>

Step 4 Record keeping



For your records, fill in the 'Original sheet prepared' details at the bottom of the sheet. Remember to review the sheet each year, or when your chemicals or staff change.

Example of this section filled in

Record	Original sheet prepared	by	<i>Peter Smith</i>	date	<i>10 July 2009</i>
	Reviewed/updated	by		date	

That's it! You've completed the process.

Remember to review the sheet each year, or when chemicals change, or if new staff join. Make sure that they are aware of the chemicals used and stored at your site, and the harm they can cause. Make it part of their on-the-job training.

Common chemicals: hazards and severity

Name of chemical	Types of hazard	Other information
Acetone	Flammable Toxic	
Acetylene (for example, in cylinders)	Flammable	
Aerosol spray paint	Flammable Toxic Ecotoxic	High flammable hazard
Ammonia gas	Flammable Toxic Corrosive Ecotoxic	
Caustic soda	Corrosive Toxic Ecotoxic	
Chlorine gas	Oxidising Toxic Corrosive Ecotoxic	Is also an oxidising agent – it supplies oxygen to a fire
Diesel	Flammable Toxic Ecotoxic	Low flammable hazard
Formaldehyde	Flammable Toxic Corrosive Ecotoxic	Low flammable hazard
Lubricating grease	Toxic Ecotoxic	
LPG	Flammable	High flammable hazard
Methylated spirits	Flammable Toxic Ecotoxic	
Mineral turpentine	Flammable Toxic Ecotoxic	
Oxygen (for example, in cylinders)	Oxidising	It supplies oxygen to a fire
Petrol	Flammable Toxic Ecotoxic	High flammable hazard
Stainless steel pickling paste (hydrofluoric acid)	Corrosive Toxic Ecotoxic	
Sulphuric acid	Corrosive Toxic Ecotoxic	
Waterborne acrylic paint	Ecotoxic	
Waterborne deck stain	Toxic Ecotoxic	
Weed killer	Toxic Ecotoxic	

We welcome your comments and feedback.

This guide is a prototype, and so is the chemical inventory sheet. Please let us know how we could make them easier for you to use.

You can email your comments and suggestions to hsinfo@epa.govt.nz

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