

Dangerous Goods Safety Checklist

PREPARE, PREVENT & PROTECT – IS YOUR WORKPLACE READY FOR AN EMERGENCY?

1	IDENTIFICATION	YES	NO
	<p>Are all hazardous chemicals correctly labelled, identified and signposted? Refer to your national, state and local identification requirements and, where applicable, ensure they conform to the Australian Dangerous Goods and Globally Harmonised Systems. Check out these handy websites: www.ntc.gov.au/ and www.safeworkaustralia.gov.au/chemicals</p>		
	<p>Are Safety Data Sheets (SDS) readily available? SDS are important documents in which a manufacturer or importer provides information about a specific substance for general use. SDS must comply with the National Code of Practice for the Preparation of Safety Data Sheets [NOHSC:2011(2004)].</p>		
	<p>Have you placed emergency information boxes at each of your site's entry points? You should place a red emergency information box - also known as a Manifest Cabinet - at each entry point to your site. These cabinets hold information on the dangerous chemicals kept on site and can be accessed by emergency services with a 003 key in case of a spill or fire.</p>		
2	HANDLING & STORAGE	YES	NO
	<p>Are your dangerous goods stored correctly? Classified dangerous chemicals such as flammable liquids should be stored in the correct cabinets to avoid the spread of fire.</p>		
	<p>Are you transporting your dangerous goods correctly? To avoid spills, use spill pallets to transport chemicals from one spot to another. Trucks must also use the correct signage when transporting dangerous goods.</p>		
3	SPILL CONTROL	YES	NO
	<p>Do you have enough spill kits on-site? According to the Work Health and Safety Regulations 2011, a person conducting a business or undertaking (PCBU) must ensure that where there is a risk of a hazardous chemical spill, a spill containment system is available for clean up and disposal should a leak or spill occur.</p>		
	<p>Are you aware of your local spill control requirements? National, state and local governments have different spill regulations. Visit your state's EPA website to find out what applies to you.</p>		
4	EMERGENCY PLANNING	YES	NO
	<p>Do you have a spill plan in place? A spill management plan ensures you have the correct spill kits in the required locations and that your workers are trained to handle spills if they occur.</p>		
	<p>Do you have a fire plan in place? You must have the correct extinguishers for the chemicals you are holding and ensure your workers are trained on what to do if a fire breaks out.</p>		
	<p>Do you have an evacuation plan in place? If you need to evacuate the site, ensure you have appropriate signage to guide staff to the nearest exits and evacuation assembly points. Make sure you conduct regular drills, so all workers know how to evacuate promptly.</p>		
5	WORKER SAFETY	YES	NO
	<p>Do workers have appropriate PPE? Equip every worker handling chemicals with the appropriate Personal Protective Equipment (PPE) such as gloves, goggles and respirators.</p>		
	<p>Do you have on-site eyewash stations? If employees accidentally get chemicals in their eyes, they need to access a nearby eyewash station to quickly cleanse their eyes and reduce the amount of potential damage.</p>		
	<p>Do you have enough first aid stations? Maintain appropriate first aid kits, signage, resuscitation charts and first aid room equipment to deal with your workplace's specific hazard risks.</p>		

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