Hazardous Chemical Register Template

A hazardous chemical register is a list of all hazardous chemicals stored, handled or used at a workplace. The safety data sheets of the hazardous chemicals must be included with the register. The register must be readily accessible to all workers involved in the use, storage and handling of the hazardous chemicals at the workplace.

Regulation 346 of the model Work Health and Safety Regulations, requires all hazardous chemicals that are stored, handled or used at a workplace to be listed on the register except where they are:

- In-transit (not used in the workplace and are not kept in the workplace for more than five consecutive days); or
- Consumer products (packed primarily for use by a household consumer and used in the workplace in a way that is consistent with normal household use).

Chemicals that are not hazardous do not need to be included on the register.

This template is provided to help businesses develop registers that meet the requirements of the model Work Health and Safety Regulations. The layout used here is an example and you are encouraged to adapt the template as necessary to suit your workplace. Your register can also be an electronic document, so long as it is readily accessible to workers.

Of the information in the template below, only the chemical names are mandatory. The other information presented in the template is optional, however it includes suggestions for useful information that can help keep workers safe. You may also amend the register template to include additional information, such as:

- Dates chemicals arrived on worksite;
- Any codes or numbers used to identify chemicals at your workplace;
- Information about the chemicals' hazard of the chemicals (such as GHS and Dangerous Goods Classes); and
  The intended use of the chemical at the workplace.

Hazardous Chemical Register				
Company		Date last reviewed:		
Worksite:		Contact person:		
Name of Chemical	Issue date of SDS (SDS has an expiry date of 5 years)	Quantity	Location	Comments
Example: Ethanol	19/02/2019	10L	Flammable liquid cabinet, Storage Room 1	Solvent for paints