

Maintaining a Chemical Inventory

1.0 Purpose

2.0 Scope

3.0 Procedure

[3.1 Hazardous Chemical Register](#) | [3.2 Manifest of Schedule 11 Hazardous Chemicals](#) | [3.3 Placarding](#) | [3.4 Stocktaking Chemicals](#) |

4.0 Definitions

1.0 Purpose

This procedure outlines the requirements for safe and effective management of a chemical inventory at Griffith University. The procedure aims to minimise risks to personnel and property and ensure continuing legislative compliance.

2.0 Scope

This procedure applies to all staff, students, contractors and other relevant persons engaged by Griffith University that procure, use, store and dispose of chemicals as part of their work, research or study. It encompasses all aspects of chemicals management, except for managing asbestos, biological or radioactive materials (refer to specific procedures for these hazards).

3.0 Procedure

Note: The terms Hazardous Chemicals Register, Chemical Register and Manifest are used interchangeably at Griffith and refer to the 'Manifest' recorded in Chemwatch. This document uses Chemical Register unless referencing a specific legislative requirement.

3.1 Chemical Register

Accountability: Chemical Custodians

Maintain a Chemical Register in Chemwatch using the Manifest function. Include the following in the register:

- The location,
- The product name,
- The maximum permissible quantity, and
- A link to the relevant SDS.

Update the register when:

- Introducing new products or quantities to the location, or
- Discontinuing the use of a hazardous chemical.

Review the register annually.

Contact crs@griffith.edu.au to arrange access for users to Chemwatch.

There is no requirement to enter into the register chemicals that are consumer products in their original packaging and whose use will be:

- In household quantities, and
- In a way that is consistent with consumer use, and
- In a way that is incidental to the work.

Maintain an accurate inventory of all regulated and high-risk chemicals.

3.2 Manifest of Schedule 11 Hazardous Chemicals

Accountability: Chemical Custodians

Do not exceed the maximum allowable quantities in Schedule 11 of the WHS Regulation.

Where major chemical stores and minor mixed chemical stores are within the scope of responsibility, audit the stored quantities at a frequency determined by the risk assessment.

Accountability: Laboratory Managers, Clinic Managers, Workshop Managers

Unless specifically negotiated, keep a copy of the Schedule 11 Manifest at the main entry to the building in a signed Hazchem cabinet. Review the manifest quarterly or when there is a known change to chemical quantities or locations.

Accountability: Health and Safety Chemical and Radiation Specialist Team

If the quantity of Schedule 11 hazardous chemicals exceeds the allowable amounts:

- Request the remediation of quantities or assess the need for a licence from the Regulator,
- Develop a specific emergency plan in consultation with the work group and the Health and Safety Partner, and
- Facilitate notification to the Regulator as the quantities decrease below the allowable amounts.

3.3 Placarding

Placards are information signs that are a means of alerting the emergency services and other persons to the presence of hazardous chemicals and providing information about them.

The types of placards under the WHS Regulation include:

- Outer warning placard for the entrance to the workplace,
- Information placards for hazardous chemicals in bulk, and
- Information placards for hazardous chemicals in packages.

3.3.1 Outer Warning Placards

Accountability: Laboratory Managers, Clinic Managers, Workshop Managers

Install outer warning placards in places where the total quantity of (or group of) Schedule 11 Hazardous Chemicals exceeds the placard quantity listed in Table 10.1, Schedule 11, of the WHS Regulation.

Ensure the outer warning placards have set dimensions and colours and say the word 'HAZCHEM' in red letters on a white or silver background.



The sign is 120 mm high and 600 mm wide. The letters are 100 mm high.

3.3.2 Information Placards

Accountability: Chemical Custodians

Before placing chemicals into a chemical storage area, review the information placards and verify that the location is suitable to store the chemical.

Accountability: Laboratory Managers, Clinic Managers, Workshop Managers

Install information placards on all hazardous chemical storage areas to comply with Schedule 13 of the WHS Regulation. Ensure the information placard is:

- Located as reasonably practicable to:
 - The main entrance of the building,
 - The access point to each room or walled section of the building, and
 - The container holding the chemical, if the container is external to the storage unit,
- Legible, and
- Separate from other distracting signage.

3.4 Stocktaking Chemicals

Accountability: Chemical Custodians

All major chemical stores and minor mixed storage quantities must be audited annually by the person responsible for approving purchases to the storage location or their delegated representative. Record the chemical stocktake audit findings using the Gsafe "Hazardous Chemical Stocktake Inspection" form.

Update the Hazardous Chemical Register in Chemwatch if the stock changes.

4.0 Definitions

ADG Code is the *Australian Code for the Transport of Dangerous Goods by Road and Rail*, in its current form, approved by the Australian Transport Council. The ADG Code is accessible at the National Transport Commission website.

Chemicals are any substance that has a defined composition.

Hazardous Chemical means a substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6 of the WHS Regulation).

Chemical Custodians are personnel with operational control over chemicals at Griffith. This includes users of the chemicals, chief investigators and their supervisor.

Chemical Register is a 'hazardous chemical register' as defined by the WHS Regulation, and at Griffith is using the 'manifest' function in Chemwatch.

GHS refers to the 'Globally Harmonized System of Classification and Labelling of Chemicals', in its current form and published by the United Nations.

SDS refers to a safety data sheet prepared under Section 330 or 331 of the WHS Regulation.

WHS Regulation refers to the *Work Health and Safety Regulation 2011* (Qld).

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Maintaining a Chemical Inventory Procedure
Document number	2023/0001047
Purpose	This procedure outlines the requirements for safe and effective management of a chemical inventory at Griffith University. The procedure aims to minimise risks to personnel and property and ensure continuing legislative compliance.
Audience	Staff and Students
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Policy advisor	Associate Director, Health and Safety Standards and Assurance
Approving authority	Director, Health Safety and Wellbeing

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	<p>Work Health and Safety Act 2011 (Qld)</p> <p>Work Health and Safety Regulation 2011 (Qld)</p> <p>Australian Dangerous Goods (ADG) Code</p> <p>Medicines and Poisons Act 2019 (Qld)</p> <p>Medicines & Poisons (Poisons & Prohibited Substances) Regulation 2021 (Qld)</p> <p>Therapeutic Goods (Poisons Standard—July 2023) Instrument 2023 (Cwlth)</p> <p>National Code of Practice for Chemicals of Security Concern 2016 (Cwlth)</p>
Policy	Health, Safety and Wellbeing Policy
Standard	Managing Chemicals Standard
Procedures	<p>Acquiring and Transferring in Chemicals Procedure</p> <p>Risk Assessing Chemicals Procedure</p> <p>Handling, Using and Disposing of Chemicals Procedure</p> <p>Transporting Chemicals Procedure</p> <p>Managing Regulated Chemicals Procedure</p> <p>Special Approvers Guideline</p> <p>Griffith University Substances Management Plan</p>
Local protocols	Managing Chemical Incidents and Emergencies Protocols
Forms	Laboratory Demobilisation Checklist