

Hazardous Chemicals Register Template

This template was designed to support businesses (PCBU) in their aim to become compliant with current legislations regarding keeping a Hazardous Chemicals Register at their workplace. Please visit the website of Safe Work Australia for further details or get in touch with HSE Australia for an individual register.

Good to know:

- All hazardous chemicals (hazardous substances) that are stored, handled and/or used at a workplace need to be added to the safety data sheet below. (Regulation 346 of the model WHS Regulations)
- This list must be included in the Hazardous Chemicals Register.
- The register must be readily accessible to all workers involved in use, storage, and handling of hazardous substances.
- Chemicals that are not hazardous do not need to be included on the register.
- Chemicals that are not used in the workplace and are not kept in the workplace for more than five consecutive days (only in-transit) don't need to be included in the register.
- Chemicals that are packed primarily for use by a household consumer and used in the workplace in a way that is consistent with normal household use (consumer products) do not need to be included in the register.
- Chemicals that are not hazardous do not need to be included in the register. Please note that the amount or possible reaction with other chemicals might be relevant to define a substance as hazardous or not. (If unsure please get in touch!)

Please amend the data sheet below to fit your workplace set-up.

We recommend adding as many details as possible such as dangerous goods class, internal or external codes, chemical formula etc.

Please note:

This template was developed to enable you to keep a simple list of hazardous chemicals at your workplace. However, it is your responsibility as an organisation to understand and comply with WHS regulations regarding the storage and handling of Dangerous Goods. This register template can only be a small part of your effort to keeping your workers safe. Therefore, we recommend a professional assessment of your workplace.

Hazardous Chemicals Register

Company:	Date last reviewed: <small>(Recommended every 6 months)</small>
Worksite: <small>(Address)</small>	
Department:	Responsible person:
Emergency contact number:	

Name of Chemical	Issue date of SDS <small>(SDS has an expiry date of 5 years!)</small>	Brand / Manufacturer	Quantity	Location/Room	Location	Comments
Example: Ethanol	10.12.2021	SaniHand	25L	Workshop	Lockable Chemical Storage Cabinet	Hand Sanitizer