



# HAZARDOUS SUBSTANCES RISK CHECKLIST

## COMPANY DETAILS

Inspected By: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Next Inspection Due: \_\_\_\_\_

Location of Chemicals: \_\_\_\_\_ Area (e.g. office, factory): \_\_\_\_\_

HAZARDOUS SUBSTANCES/CHEMICALS	YES/NO	WHAT NEEDS TO BE DONE
Are all hazardous substances recorded in the Hazardous Substances Register?		
Are Safety Data Sheets (SDS) up to date? (check with supplier if unsure)		
Are chemicals stored according to SDS with no incompatible chemicals stored together?		
Do we have emergency procedures for dealing with spills, splashes?		
Do we have emergency procedures displayed?		
Is emergency equipment in place, e.g. eye wash, safety shower?		
Are waste hazardous substances disposed of appropriately?		
Are substances that produce fumes used in enclosed areas?		
Do our work practices ensure safe handling?		
Do we have/need enclosure or isolation of work area using hazardous substances?		
Do we have/need general ventilation/ exhaust systems in place?		
Are our hazardous substances highly toxic?		
Do we have a high level of exposure?		
Is it possible that a dangerous reaction can occur with other substances?		
Are we likely to have spills, splashes or leaks from the way we work with our hazardous substances?		
Are all hazardous substances stored appropriately?		



WORKER KNOWLEDGE/TRAINING AND SAFE WORK METHODS	YES/NO	WHAT NEEDS TO BE DONE
Do workers have easy access to SDS and know how to read them?		
Are workers consulted and informed about using hazardous substances?		
Do we include hazardous substances training in our induction programme?		
Are workers aware of any harmful effects of hazardous substances?		
Are workers trained in storage, use, disposal and emergency procedures for hazardous substances?		
Do workers have the correct PPE for using hazardous substances?		
How often have we discussed our hazardous substances and safe work methods in the past 12 months? Should we do this more often?		
Are all workers able to read and understand labels on hazardous substances?		
Does our emergency first aid kit and procedures cover splashes & incidents, e.g. eye wash, safety shower?		
Do we have Safe Work Method Statements (SWMS) for using our hazardous substances?		
Do we need to update training for workers in the use of our hazardous substances?		

REVIEW OF HAZARDOUS SUBSTANCES	YES/NO	WHAT NEEDS TO BE DONE
Are safer products available for any of our substances?		
Can we minimise risks by buying smaller quantities to avoid decanting, spillage, splashes?		
Are other risk controls needed?		

Use the [Risk Management Process](#) to determine the level of harm and the priority for controlling the hazards and risks:

- The risk assessment conducted identifies that the level of harm is high and risks found could almost certainly happen at any time. Risk and hazard controls will be implemented immediately to control them.
- The risk assessment conducted identifies the level of harm is medium and risks found could happen occasionally. Risk and hazard controls will be implemented ASAP to control them.
- The risk assessment conducted identifies the level of harm is low and an increase in risk is unlikely in the future. Risk controls are in place for the hazardous substances and risks will be controlled with routine procedures.