Flowchart: Chemical management system

Department level
Chemical management procedure, communication, training, governance, compliance monitoring

School/workplace level

- **Chemical management plan (CMP) - assign roles and responsibilities**
- **Chemical system training, local induction and information**

1. Pre-purchase hazard management

- Complete pre-purchase chemical risk assessment for all chemicals
- Obtain approval
- Purchase approved chemicals.

Consumer chemicals | Workplace chemicals

- Record assessment locally
- Manage according to assessment, label & safety data sheet (SDS; where available).

2. Stock management

- Receive goods
- Store and manage as per pre-purchase risk assessment
- Record in Chemwatch
- Attach pre-purchase risk assessment to Chemwatch manifest.

Use Chemwatch to:
- generate hazardous chemical register
- verify safe storage (incompatibility report)
- placard if required (placard report)
- determine MQW status (manifest quantity report)
- Identify chemical hazard categories (Hazard rating report).

3. Risk assessment

Review Chemwatch hazard categories

Grey (0) non-hazardous
Blue (1) Low
Yellow (2) Moderate

Orange (3) High
Red (4) Extreme

Manage according to:
- SDS
- pre-purchase chemical risk assessment
- supporting information
- local processes.

- Conduct ILO & UN Chemwatch risk assessments to control hazards
- Print & make available near where chemicals are used/stored
- Where risk level is assessed as 3 (high) or 4 (extreme), complete a safe operating procedure for the activity.

4. Safe chemical use

Implement identified risk controls including:
- Correct labelling
- Information, training, instruction and supervision
- Follow safe work practices
- Personal protective equipment (PPE)
- Update emergency planning, resources and response
- Post safety signage
- Report and manage incidents.

5. Disposal and review

- Dispose of waste (refer to pre-purchase assessment)
- Conduct stock take and periodic inspections.

Review and update records:
- CMP
- Chemwatch manifest
- Management practices (ASA, hazard rating report, Chemwatch dashboard)
- Hazardous chemical register
- Risk assessments
- Training requirements
- Local processes
- Emergency planning, placarding & signage.