



Hazardous Substances Nominated Supervisor

NQS Element 2.2.1 Supervision

NQS Element 3.1.2 Upkeep

Name of the person conducting the checklist: _____ Date: _____

Storage

Are substances stored			
• in original containers?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• with all labels visible and legible?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• with Material Safety Data Sheets?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• only if they're still current ie expiry date has not been reached	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• in locked storage areas?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are substances like pesticides, herbicides, petroleum, kerosene and solvents stored outside the main building away from children's play or outdoor environments?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are substances like pesticides, herbicides, petroleum, kerosene and solvents stored in a facility with a bonded floor?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are substances that need to be refrigerated stored in a labelled, child resistant container in a separate compartment or space of the fridge which children can't access?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are food and hazardous substances stored separately?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are substances disposed of if they are out of date, in non-original containers or with labels that cannot be read?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are handbags with hazardous substances (eg medication) stored securely?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Display

Are warning signs placed on storage areas containing dangerous substances?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the Hazardous Substances Procedure displayed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the Poisons Information Centre number available at every phone? (13 11 26)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Records

Are new hazardous products added to the Register of Hazardous Substances?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the Register include:			
• where the substance is stored?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• its use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• any risks?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
• the current Material Safety Data Sheet?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do products match the list of products stored in/on the cupboard?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Use

Are cleaning products sprayed onto cloth and not in the air or directly onto surfaces? (Detergent and water should not be made up in spray bottles.)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do employees wear appropriate protective clothing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do employees always follow the manufacturer's instructions?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are products returned to secure storage as soon as possible?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are low toxicity products used whenever possible?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Diary Notes

Is there a diary note to audit your hazardous substances every 6 months using this checklist? eg ensure substances are stored correctly and recorded in Register, and there's	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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a Material Safety Data Sheet for every product

Other

Is there any paint flaking of the walls that may contain lead?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have families been provided with information on poison safety?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required