



The University of Sydney

CHECKLIST FOR ZONE COMMITTEE INSPECTIONS

Hazardous Substances Management Checklist

		Yes/No	Comments
1	Are all containers of hazardous substances adequately labelled?		
2	Have MSDSs been obtained for all hazardous substances in use and distributed to users?		
3	Does the workplace have a hazardous substances register listing the chemicals used at the workplace?		
4	Has an assessment of the risks of exposure to hazardous substances been carried out?		
5	Have recommended control measures been documented?		
6	Have recommended control measures been put in place?		
7	Are there written procedures for the introduction of new substances to the workplace?		
8	Has a training program for people using hazardous substances been established?		
9	Have emergency procedures been established and documented?		
10	Do regular emergency drills take place? Are drills evaluated and observed, shortcomings addressed?		
11	Are waste hazardous substances disposed of appropriately? Is the RMO waste disposal service utilised?		
12	Has the OH&S policy and hazardous substances program been communicated to all staff affected by hazardous substances?		
13	Is a PPE program necessary, been established and is it being complied with by all staff?		
14	If yes, what action is being taken to reduce the risk so the PPE is not necessary?		