4.15st Hazardous substance risk management form 15 June 2010

Please read the material safety data sheet (MSDS) BEFORE completing this form.

User's Name:	Date:
Substance:	Area of Use: Room
Process: (eg: 1M soln, solid)	Quantity used:

Risk Assessment Classification Level (Circle the appropriate risk level. See answer to question 7):

MINOR TOLERABLE HIGH EXTREME

I am aware of all risks associated with the use of this substance:

Signature …… Date …. / …. / ….

Please ensure you have circled the appropriate response above

Toxicological details / Nature of Hazard				
Are there short term/acute effects?		**Yes**	**No**	
If yes, by what route?	**Skin**	**Respiratory**	**Ingestion**	**Other**
Are there long term/chronic effects?		**Yes**	**No**	
If yes, by what route?	**Skin**	**Respiratory**	**Ingestion**	**Other**
Is the substance a carcinogen, mutagen or is it teratogenic?		**Yes**	**No**	
Is the substance radioactive? (Level 4, separate form required)		**Yes**	**No**	
Is the substance a biological hazard? (Level 4, separate form required)		**Yes**	**No**	
Is UV/X-ray radiation involved?		**Yes**	**NO**	

2. Labelling				
Is the product/chemical labelled in accordance with the regulations:		Yes	No	See OHS Reg 156/16 Identification Safety information , risk and safety phases
Is it:	Flammable (DG Class 3)	Toxic (DG Class 6)	Corrosive (DG Class 8)	Oxidising (DG Class 5)

3. Method of use and exposure risks				
Is the substance used as a:	Solid	Liquid	Gas	
Is the substance heated?	Yes	No		
Are vapours, fumes, mists or dust particles given off?	Yes	No		
Is the substance used in a confined space?	Yes	No		
Is the substance used in a well-ventilated space?	Yes	No		
Is there LIKELIHOOD of exposure by:	Skin contact	Eye contact	Ingestion	Inhalation
What is the duration of exposure?	Minutes	Hours	Continuous	
What is the frequency of exposure?	Hourly	Daily	Weekly	Less often
Has occupational exposure monitoring been performed on the substance?	Yes	No		
Has medical surveillance been conducted	Yes	No		
Have any health problems been reported?	Yes	No		
If yes to the above three questions, what were the results:				

4. Existing controls (i) Engineering controls		
Is it necessary to work with this chemical in a fume cupboard?	Yes	No
Is it necessary to work with this chemical with local exhaust ventilation?	Yes	No
If yes, is this system regularly maintained?	Yes	No
Has training been given in its use and control?	Yes	No

(ii) Exposure Controls			
Are the following methods in place?	Staff rotation	Time limit on exposure	Other
Are these controls adhered to?	Yes	No	

(iii) Personal Protective Equipment		
Is eye protection needed for use with this chemical?	Yes	No
Are gloves necessary for use with this chemical?	Yes	No
Is it necessary to wear a dust mask with this chemical?	Yes	No
Is it necessary to wear a self contained breathing equipment with this chemical?	Yes	No
If so has training been given in its use?	Yes	No

5. Emergency facilities		
Is an eye wash station/safety shower located nearby?	Yes	No
Are First Aid facilities nearby?	Yes	No
Is fire equipment nearby?	Yes	No

6. Training		
Has training been given in the correct handling of the chemical?	Yes	No
Has clear instruction been given in appropriate disposal methods?	Yes	No
Has clear instruction been given in regard to a spill of the substance?	Yes	No

7. Risk Assessment Classification Level

Based on the information collected on the hazardous substance and its use in the workplace, the following Risk Classification Level may be made:

Circle the appropriate classification at the top of page 1

Minor – Minimal risk. Exposure to hazard(s) may require at most minor First Aid treatment, and is very unlikely to happen.

Tolerable – Low risk. Exposure to hazard(s) requires First Aid treatment, and is unlikely to happen. Unattended Level 2 procedures must have a card attached stating what the procedure is, who is responsible for it, and how to shutdown or clean up the procedure.

High – Significant risk. Exposure to hazard(s) may cause ILLNESS or INJURY, and is LIKELY to happen unless control actions are taken.

Extreme – High risk. Exposure to hazard(s) may KILL or DISABLE and is LIKELY or VERY LIKELY to happen unless control actions are taken. Level 3 and 4 procedures require formal training & licensing (eg radiation safety).