

# Hazardous Chemical Risk Assessment



Uniting Church in Australia  
SYNOD OF VICTORIA AND TASMANIA

The following risk assessment should be used to determine if hazardous substances and dangerous goods used and stored in the church pose a risk to persons, property or the environment. Refer to *WorkSafe Victoria - Hazardous Substances Compliance Code (VIC)* and *Worksafe Tasmania - Managing Risks of Hazardous Chemicals in the Workplace Code of Practice (TAS)* for information and descriptions of risk factors and suitable controls. It also includes OHS Legislation. ChemAlert is a useful tool to review and print Safety Data Sheets (SDS).

Hazardous Chemical Name:				How used:																																									
Location(s) used:				Quantities used (e.g. per day/event):																																									
Frequency and duration of use:				Used by (occupation):																																									
<b>Nature of hazard</b> <input checked="" type="checkbox"/>		<b>Possible route/s of exposure</b> <input checked="" type="checkbox"/>		<b>Adequacy of current controls</b>																																									
Toxic		Eyes		<i>Current controls are inadequate if not present when the Safety Data Sheet (SDS) requires them or if not functioning well. A 'no' under OK means action is needed. Consider each control – does the SDS recommend it, and is it present?</i> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Present</th> <th style="text-align: center;">OK</th> </tr> </thead> <tbody> <tr> <td>Isolation</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>Local extraction ventilation</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>General ventilation</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>Natural ventilation</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>Other engineering controls</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>Safe work methods (e.g. pumping instead of pouring)</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>Reduce quantity and/or concentration</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>Information (at least SDS and label)</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>Ongoing training (hazards, safe use, PPE, health surveillance if applicable)</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td>Personal protective equipment (list):</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> <tr> <td colspan="3"><b>Other measures</b></td> </tr> <tr> <td>First aid supplies/equipment (e.g. safety shower)</td> <td style="text-align: center;">Yes No</td> <td style="text-align: center;">Yes No</td> </tr> </tbody> </table>				Present	OK	Isolation	Yes No	Yes No	Local extraction ventilation	Yes No	Yes No	General ventilation	Yes No	Yes No	Natural ventilation	Yes No	Yes No	Other engineering controls	Yes No	Yes No	Safe work methods (e.g. pumping instead of pouring)	Yes No	Yes No	Reduce quantity and/or concentration	Yes No	Yes No	Information (at least SDS and label)	Yes No	Yes No	Ongoing training (hazards, safe use, PPE, health surveillance if applicable)	Yes No	Yes No	Personal protective equipment (list):	Yes No	Yes No	<b>Other measures</b>			First aid supplies/equipment (e.g. safety shower)	Yes No	Yes No
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Harmful		Skin																																											
Corrosive		Inhalation																																											
Irritant		Ingestion/ swallowing																																											
Sensitiser (may cause allergic- type skin or respiratory reaction)		Injection																																											
Carcinogenic (may cause cancer)																																													
Mutagenic (may cause mutations/ genetic change)																																													
Teratogenic (may cause birth defects)																																													
Other hazard/s (List)																																													
<b>Monitoring</b>	Needed	Present	Results ok	First aid training	Yes No	Yes No																																							
Health surveillance program	Yes No	Yes No	Yes No	Evacuation plan, emergency plan, and required emergency equipment	Yes No	Yes No																																							
Air monitoring program	Yes No	Yes No	Yes No	Other controls (specify):	Yes No	Yes No																																							
<b>Conclusion:</b> <input checked="" type="checkbox"/>																																													
Risks not significant now and not likely to increase Risks significant but effectively controlled at the moment Risks significant and not adequately controlled at the moment Uncertain about risks; more detailed assessment required																																													
<b>Action required to reduce risks:</b> <i>(list changes needed, by when and by whom. Create an action plan at page 3.</i>																																													
Yes (specify):				Date completed:																																									
No				Name & Signature:																																									
Comments:																																													
Assessment carried out by:				Signature:		Date:																																							
Assessment approved by (Church leader):				Signature:		Date:																																							
Next assessment due: <i>(Note every 5 years)</i>																																													

Maintain copy on file with SDS for auditing purposes

## Risk Rating

		Consequence				
		1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Severe
Likelihood	A - Almost certain	Medium	High	High	Extreme	Extreme
	B - Likely	Medium	Medium	High	Extreme	Extreme
	C - Possible	Low	Medium	Medium	High	Extreme
	D - Unlikely	Low	Low	Medium	High	High
	E - Rare	Low	Low	Low	Medium	High

Guide to actions	
Extreme	Stop the work until risk is reduced
High	Reduce risk urgently
Medium	Reduce risk as a priority
Low	Reduce risk when/if convenient

### Process overview

1. Determine who will do the assessment and who will need to have input or be consulted.
2. Identify all hazardous substances used or generated (stock lists, registers, walk-through inspection, consideration of process tasks and associated cleaning/maintenance/testing). Refer to SDS to determine if substances are hazardous.
3. Review information about all hazardous substances identified (SDS, labels etc.). Where substances are similar and used in a similar way, consider whether they may be assessed together (e.g. three brands of oil-based paint with very similar SDS information).
4. Inspect work area and talk to workers to determine how the hazardous substances are really being used. In some cases technical assistance may be needed to establish exposure levels (e.g. air monitoring, or checking if ventilation systems work as they should).
5. Compare how the substances are actually being used to the recommendations on the SDS and determine whether any differences are presenting a risk to safety or health. Consider all risk factors; and refer to the risk rating chart above.
6. Identify any changes needed and determine how these will be implemented. Ensure the appropriate workers are responsible for implementation.
7. Document assessment and determine when assessment should be repeated (when things change significantly, if problems are reported, or at least every 5 years).

# Hazardous Chemical Risk Assessment



Item	Corrective Action Required	Who	Target Date	Date Completed
1				
2				

Corrective actions have been assigned and communicated to the persons responsible. Completion of items should be notified to:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_