



Dangerous Goods and Hazardous Substances

Sample Audit Template

Dangerous Goods and Hazardous Substances

This template is a sample only.

Your Club is responsible for ensuring its plan contains current information and is up to date at all times with any relevant Act, Regulation, Local Law or By-Law that may apply.

The Club is responsible to ensure that an audit of dangerous goods and hazardous substances is conducted on an annual basis and that risk assessments for all dangerous goods and hazardous substances are completed and submitted to GMW. The club must also keep the audit on record.

A current Safety Data Sheet (SDS) is to be kept for all dangerous goods stored on the club premises. The SDS should be used to complete the information on the Chemical register and Dangerous Goods/Hazardous Substances.

Use the Chemical Register on page 3 to list all chemical substances that are held at your club.

Completing a risk assessment will assist you:

- identify which persons are at risk
- determine what sources and processes are causing that risk
- identify if and what kind of control measures should be implemented, and
- check the effectiveness of existing control measures.

Samples of a Dangerous Goods/Hazardous Substances Risk Assessment form is on page 4 and 5.

For dangerous goods which an SDS has not been obtained you must have alternative relevant health and safety information readily available and accessible.

Note: When calculating the maximum quantity for bulk goods, the maximum quantity is equal to the volume of the storage tank or vessel. E.g. if the storage tank has a capacity of 5,000 litres but is only half full (2,500 litres), the maximum quantity is to be recorded as 5,000 litres.

For further information, it is important that you read Victorian Worksafe **Code of practice for the storage and handling of dangerous goods: 2013**. This can be found at:

<https://prod.wsvdigital.com.au/sites/default/files/2018-06/ISBN-Code-of-practice-for-the-storage-handling-dangerous-goods-2013-09.pdf>

Sample Risk Assessments

Dangerous Goods/Hazardous Substances Risk Assessment			
Name of Club:			Date Completed:
Club Auditor Name:		Phone:	
Dangerous Good/Hazardous Substance:	<i>Premium unleaded petrol</i>		MSDS Date: <i>12/08/2015</i>
State:	<input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> Fine dust <input type="checkbox"/> Coarse Dust <input type="checkbox"/> Paste <input checked="" type="checkbox"/> Liquid		
Poisons Schedule:		Class:	<i>3</i>
UN Number:	<i>1203</i>	Packing Group:	<i>II</i>
		Subsidiary Risk:	
		Concentration:	
<u>Hazard</u> Tick hazards that apply	<u>Application</u> Spray, Fuel, Pesticide	<u>Risk Severity</u> High, Moderate, Low	<u>Controls</u>
Acid			
Corrosive			
Dangerous when wet			
Explosive			<p><i>Store in a segregated and approved area. Keep container in a cool, well-ventilated area. Keep container tightly closed and sealed until ready for use. Avoid all possible sources of ignition (spark or flame). Store and use only in equipment/containers designed for use with this product. Do not remove warning labels from containers.</i></p> <p><i>Petrol vapours can build up in the headspace of tanks. These can cause flammability/explosion hazards even at temperatures below the normal flash point. (Refer SDS). Tank headspaces should always be regarded as potentially flammable and care should be taken to avoid static electrical discharge and all ignition sources during filling, ullaging and sampling from storage tanks.</i></p>
Flammable	<i>Fuel</i>	<i>High</i>	<i>Used when boat turned off and away from ignition sources</i>
Fumes/Vapour		<i>High</i>	<p><i>Decant in a well ventilated area or provide exhaust ventilation or other engineering controls to keep the airborne concentrations of vapours below their respective occupational exposure limits</i></p> <p><i>Product contaminated rags, paper or material used to absorb spillages, represent a fire hazard, and should not be allowed to accumulate. Dispose of safely immediately after use.</i></p>
Irritation			<i>Likely to be irritating to the respiratory tract if high concentrations of mists or vapour are inhaled</i>
Organic Peroxide			
Oxidising Agent			

Dangerous Goods/Hazardous Substances Risk Assessment

Name of Club:					Date Completed:	
Club Auditor Name:			Phone:			
Dangerous Good/Hazardous Substance:	<i>LPG</i>		MSDS Date:			
State:	<input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Fine dust <input type="checkbox"/> Coarse Dust <input type="checkbox"/> Paste <input type="checkbox"/> Liquid					
Poisons Schedule:	<i>N/A</i>	Class:	<i>2.1</i>	Subsidiary Risk:	<i>N/A</i>	
UN Number:	<i>1075</i>	Packing Group:	<i>N/A</i>	Concentration:		
<u>Hazard</u> Tick hazards that apply	<u>Application</u> Spray, Fuel, Pesticide	<u>Risk Severity</u> High, Moderate, Low	<u>Controls</u>			
Acid						
Corrosive						
Dangerous when wet						
Explosive						
Flammable	<i>Fuel</i>	<i>High</i>	<i>Only used in approved gas cooking appliance</i>			
Fumes/Vapour	<i>Fuel</i>	<i>High</i>	<i>Bottles only handled and changed by Gas Company technician</i>			
Irritation						
Organic Peroxide						
Oxidising Agent						