

# Chemical register audit checklist

For small workshops. Tick each check, note what to fix.



Site \_\_\_\_\_ Checked by \_\_\_\_\_ Date \_\_\_\_\_

Each check, with the regulation it comes from, is explained at [supplysafe.com.au/blog/chemical-register-audit-checklist](https://supplysafe.com.au/blog/chemical-register-audit-checklist).

- 1 ☐ Walk the floor and list every chemical \_\_\_\_\_
- 2 ☐ Work out which ones are hazardous \_\_\_\_\_
- 3 ☐ Treat the consumer-product exception with care \_\_\_\_\_
- 4 ☐ Get the current SDS for every hazardous product \_\_\_\_\_
- 5 ☐ Match each SDS to its product \_\_\_\_\_
- 6 ☐ Check every SDS review date \_\_\_\_\_
- 7 ☐ Check two-part kits have every SDS \_\_\_\_\_
- 8 ☐ Confirm your register exists and is current \_\_\_\_\_
- 9 ☐ Test that the SDS are readily accessible \_\_\_\_\_
- 10 ☐ Tell everyone where to find the SDS \_\_\_\_\_
- 11 ☐ Check decanted labels and chemical storage \_\_\_\_\_
- 12 ☐ Set a recurring register review \_\_\_\_\_

Regulation numbers in the full guide follow the model WHS Regulations; Victoria runs the Occupational Health and Safety Regulations 2017. General information, not legal advice. Free from [supplysafe.com.au](https://supplysafe.com.au). Copy it freely.