



THE WORKBOOK

WORKING SAFELY WITH HAZARDOUS SUBSTANCES

WHAT DOES THIS WORKBOOK GIVE YOU?

This workbook is designed to be used with *Your Practical Guide* and the *Hazardous Substances Calculator*. It gives you instructions and a form for your hazardous substances inventory. The form is designed so that you record all of the information needed to use the *Hazardous Substances Calculator*.

PREPARING A HAZARDOUS SUBSTANCES INVENTORY

There's no one size fits all when it comes to working safely with hazardous substances. What you need to do will always depend on what substances you have and how much you've got. So, preparing an inventory is your first step in the 5 Steps to Safety.

It's important to note that some of the controls needed at your workplace are based on the total amount of hazardous substances used and stored there. So you need to know how much of each substance you have before you create your inventory and before you use the *Hazardous Substances Calculator* to find out the key controls that apply to your substances.

Most small businesses will only need one inventory for closed substances. You will need a second inventory if some of your hazardous substances are in open vats, baths, pots or tanks. This is because there are greater risks when you have hazardous substances in open containers and the rules are slightly different.

WHERE TO START

1. RECORD ALL HAZARDOUS SUBSTANCES AROUND YOUR WORKPLACE

Walk around your workplace and record all of the hazardous substances used and stored in different areas in the *Hazardous Substances Inventory* on pages 6 and 7.

FOR EACH SUBSTANCE RECORD:

Its name and UN number

The amount ←

Whether it's a gas, solid or liquid

The location
(eg Flammable Goods Cabinet,
Storage Room 02)

The size of the container ←

Whether the container is open
or closed

Make notes about the use of each substance, how it's used and who uses it. This will help you assess which workers are exposed to hazardous substances.

What is the maximum amount of each substance you are likely to ever have at your workplace? Use this amount in your inventory. Add up the amount in each container (but see note below!)

If you have a flammable liquid stored both in containers smaller than 5 litres and in containers larger than 5 litres you need to include two entries for that substance in your inventory. See the example for acetone on page 5.

PREPARING A HAZARDOUS SUBSTANCES INVENTORY

2. GET A SAFETY DATA SHEET FOR EACH HAZARDOUS SUBSTANCE

Check whether you have a current safety data sheet (SDS) for each hazardous substance. If you don't have an SDS, ask your supplier for one. Your supplier must provide an SDS for each hazardous substance supplied to your workplace for the first time, for the first time in the last five years or for the first time after its SDS is updated.

From the information in the safety data sheet, write down:

- > the product or chemical name and the UN number (if available)
- > the approval number or the name of the group standard (usually found in *Section 15: Regulatory Information*)
- > if available, the hazard classifications (usually found in *Section 2: Hazards Identification* or *Section 15: Regulatory Information*)
- > the UN class and packing group (usually found in *Section 14: Transport*), and
- > any specific storage requirements (usually found in *Section 7: Handling and Storage*. For example, 'keep away from oxidising agents').

If you are uncertain about these numbers or classifications, refer to the *Hazard classifications, approvals and controls* section on page 8 of *Your Practical Guide* for more information.

If you cannot locate the approval number or the name of the group standard for a product, contact your hazardous substance supplier.

The *Hazardous Substances Calculator* includes all approved hazardous substances **except** explosives. The easiest way to enter substances into the Calculator is to enter their approval numbers.

3. USE THE HAZARDOUS SUBSTANCES CALCULATOR TO WORK OUT WHICH OF THE FOLLOWING KEY CONTROLS YOU NEED TO HAVE IN PLACE

- > General controls (ie inventory, labelling, personal protective equipment (PPE))
- > Fire extinguishers
- > Signs
- > Certified handler
- > Location compliance certificate
- > Hazardous areas
- > Emergency response plan
- > Secondary containment
- > Stationary container system compliance certificate
- > Tracking

HAZARDOUS SUBSTANCES INVENTORY

EXAMPLE INVENTORY

YOUR INVENTORY PIN: 8VMJ77

The Hazardous Substances Calculator will assign you with a pin so you can access your inventory again in future.

NAME OF INVENTORY: Workshop

DATE: 06 / 05 / 2016

Name of product	Approval number and group standard name (if applicable)	Hazard classification (UN class and packing group)	Current SDS available?	Specific storage and segregation requirements	Container size	Open or closed container?	Gas, liquid or solid	Location (eg Flammable Goods Cabinet, Storage Room 02)	Maximum likely amount
Acetone UN 1090	HSR001070	3.1B, 6.1E, 6.3B, 6.4A 3 II	Yes	Incompatible with oxidising agents and flammable gases	1 x 5 L	Closed	Liquid	Flammable goods cabinet	5 L
Acetone	HSR001070	3.1B, 6.1E, 6.3B, 6.4A 3 II	Yes	Incompatible with oxidising agents and flammable gases	4 x 10 L		Liquid	Hazardous substances store	40 L
Polyurethane	HSR002662 - Surface coatings and colourants (Flammable) Group Standard 2006	3.1C, 6.1E, 6.3A, 6.4A, 6.5A, 6.5B, 6.8B, 6.9A, 9.1D 3 III	Yes	Incompatible with oxidising agents and flammable gases	10 L	Closed	liquid	Flammable goods cabinet	10 L
Polyurethane thinner	HSR002650 - Solvents (Flammable) Group Standard 2006	3.1B, 6.1E, 6.3A, 6.4A, 6.8B, 6.9B, 9.1D, 9.3C 3 III	Yes	Incompatible with oxidising agents and flammable gases	1 L	Closed	Liquid	Flammable goods cabinet	6 L

HAZARDOUS SUBSTANCES INVENTORY

YOUR INVENTORY PIN: _____

The Hazardous Substances Calculator will assign you with a pin so you can access your inventory again in future.

NAME OF INVENTORY: _____

DATE: / /

Name of product and UN number	Approval number and group standard name (if applicable)	Hazard classification (UN class and packing group)	Current SDS available?	Specific storage and segregation requirements	Container size	Open or closed container?	Gas, liquid or solid	Location (eg Flammable Goods Cabinet, Storage Room 02)	Maximum likely amount

Continued over the page

HAZARDOUS SUBSTANCES INVENTORY

YOUR INVENTORY PIN: _____

The Hazardous Substances Calculator will assign you with a pin so you can access your inventory again in future.

NAME OF INVENTORY: _____

DATE: / /

Name of product and UN number	Approval number and group standard name (if applicable)	Hazard classification (UN class and packing group)	Current SDS available?	Specific storage and segregation requirements	Container size	Open or closed container?	Gas, liquid or solid	Location (eg Flammable Goods Cabinet, Storage Room 02)	Maximum likely amount

First published May 2013
Updated and republished
November 2017



www.hazardoussubstances.govt.nz

New Zealand Government

WORKSAFE
NEW ZEALAND | MAHI HAUMARU
AOTEAROA