

Chemical Management Plan

SAMPLE

Table of Contents

Purpose and Scope	4
Objectives.....	4
Roles and Responsibilities.....	5
Officers (PCBU / Directors / Senior Management.....	5
Managers and Supervisors.....	5
Workers.....	5
Health and Safety Representatives (HSRs) and Committees.....	6
Contractors and Suppliers.....	6
Consultation, Communication and Training.....	6
Consultation	6
Communication	6
Training and Competency	7
Chemical Procurement and Approval.....	7
Procurement Principles.....	7
Approval Process.....	8
Supplier Requirements.....	8
Hazardous Chemical Register and SDS Management.....	8
Hazardous Chemical Register.....	8
Hazardous Chemical Register Template	9
Safety Data Sheet (SDS).....	9
Risk Management of Hazardous Chemicals	9
Identification of Chemical Hazards	9
Risk Assessment.....	10
Chemical Risk Assessment Template	10
Hierarchy of Control	10
Safe Storage of Hazardous Chemicals	11
General Storage Requirements.....	11
Segregation and Compatibility.....	11
Sector-Specific Storage Examples	12
Labelling and Decanting	12

Labelling Requirements..... 12

Decanting and Secondary Containers 12

Safe Use of Chemicals 13

 General Safe Work Practices 13

 Sector-Specific Safe Use Guidance 13

 Personal Protective Equipment (PPE)..... 13

Ventilation and Engineering Controls 14

Health Monitoring..... 14

Emergency Preparedness and Response 15

 Planning..... 15

 Spill Management 15

 First Aid 15

 Fire and Explosion 16

Waste Management and Disposal 16

Inspections, Monitoring and Review 17

 Workplace Inspections 17

 Chemical Safety Inspection Checklist (Example Items) 17

 Incident Reporting and Investigation 17

 Review of the Chemical Management Plan 17

Documentation and Recordkeeping..... 18

Implementation Plan..... 18

References 19

Purpose and Scope

This Chemical Management Plan sets out how [Company Name] will identify, assess, control and monitor risks associated with the use, storage, handling and disposal of hazardous chemicals. It supports compliance with relevant Work Health and Safety (WHS) legislation, regulations, codes of practice and Australian Standards.

This plan applies to all workers, contractors, labour hire personnel, volunteers and visitors at all [Company Name] workplaces, including but not limited to:

- Commercial cleaning sites (offices, schools, healthcare, retail, strata)
- Pest control operations (onsite treatments, mobile services, fumigation)
- Hospitality and events venues (kitchens, bars, function centres, festivals)
- Manufacturing and production facilities (food and beverage, packaging, metalwork, plastics, textiles)
- Farming and agriculture operations (broadacre, horticulture, livestock, viticulture)
- Automotive and mechanical workshops (service bays, detailing, body shops, mobile mechanics)

This plan covers all hazardous chemicals including but not limited to:

- Cleaning agents and sanitisers
- Pesticides, herbicides, fumigants and rodenticides
- Fuels, oils, lubricants and coolants
- Paints, solvents, adhesives and resins
- Gases (compressed, liquefied, dissolved)
- Corrosives, oxidisers and reactive chemicals
- Agricultural and veterinary (AgVet) chemicals

Objectives

The objectives of this Chemical Management Plan are to:

- Prevent injury, illness, property damage and environmental harm arising from hazardous chemicals.
- Ensure WHS risks from chemicals are eliminated or minimised so far as is reasonably practicable.
- Provide a clear, consistent framework for chemical selection, procurement, storage, use and disposal.
- Ensure workers are informed, trained and supervised in the safe use of chemicals.
- Maintain accurate and accessible chemical registers and Safety Data Sheets (SDS).

- Ensure appropriate emergency preparedness and response for chemical incidents.
- Demonstrate due diligence and WHS compliance to regulators, clients and other stakeholders.

Roles and Responsibilities

Officers (PCBU / Directors / Senior Management)

Officers of [Company Name] must exercise due diligence to ensure that chemical risks are properly managed. They must:

- Provide and maintain resources for safe chemical management (equipment, training, PPE, storage facilities).
- Ensure this Chemical Management Plan is implemented, monitored and reviewed.
- Verify that a current hazardous chemical register and SDS library are maintained for all sites.
- Approve chemical procurement policies and authorise high-risk chemicals.
- Ensure risk assessments are completed and controls implemented before introducing new chemicals or processes.
- Support effective consultation with workers on chemical safety matters.

Managers and Supervisors

Managers and supervisors are responsible for day-to-day implementation of this plan within their areas of control. They must:

- Ensure all hazardous chemicals used in their area are listed in the chemical register and have current SDS.
- Confirm that risk assessments are completed, documented and reviewed for all hazardous chemicals and tasks.
- Implement and maintain appropriate control measures, including engineering controls and PPE.
- Ensure only trained and competent workers use hazardous chemicals, particularly high-risk substances.
- Conduct regular workplace inspections focusing on chemical storage, labelling, housekeeping and spill readiness.
- Investigate chemical-related incidents, near misses and health concerns, and implement corrective actions.
- Enforce safe work procedures and stop unsafe chemical practices.

Workers

All workers, including contractors and labour hire staff, must:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Follow all chemical safety procedures, instructions and training.
- Use PPE and safety equipment provided, and report any defects or issues.
- Read and follow relevant SDS and labels before using chemicals.
- Not decant, mix or use chemicals in unapproved ways.
- Report spills, leaks, damaged containers, missing labels and any exposure incidents immediately.
- Participate in training, consultation and health monitoring (where required).

Health and Safety Representatives (HSRs) and Committees

Where elected or established, HSRs and WHS committees will:

- Represent workers in consultation on chemical safety matters.
- Assist in reviewing chemical risk assessments and incident investigations.
- Participate in inspections and audits of chemical storage and use areas.
- Help identify opportunities for substitution or safer work practices.

Contractors and Suppliers

Contractors and suppliers must:

- Provide current SDS for all hazardous chemicals supplied.
- Comply with [Company Name] chemical safety procedures and site rules.
- Ensure their workers are trained and competent in the use of chemicals they bring onsite.
- Remove unused or expired chemicals they have supplied, where agreed.

Consultation, Communication and Training

Consultation

[Company Name] will consult with workers and, where applicable, HSRs when:

- Selecting new chemicals or changing chemical products.
- Developing or reviewing chemical-related safe work procedures.
- Implementing new engineering controls or PPE.
- Investigating chemical incidents or exposure concerns.

Consultation may include toolbox talks, safety meetings, email updates, and formal consultation processes.

Communication

Chemical safety information will be communicated through: