

Where can I find more help?

# WORKPLACE SERVICES

Call us on  
1300 365 255

**Adelaide Office**  
Level 3, 1 Richmond Road  
KESWICK SA 5035

Visit our website

www. **Eric** .sa.gov.au

**Statewide Emergency**  
Serious accidents and incidents report number  
1800 777 209 (24 hour service)

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## HAZARDOUS SUBSTANCES MANAGEMENT

# Chemical Use



MAJOR WORKPLACE HAZARDS

**WORKPLACE SERVICES**  
Department for Administrative  
and Information Services

  
**Government  
of South Australia**



## A Cheat Sheet for Hazardous Substances Management

### Do you use chemicals at work?

**Yes** – Read on

**No?** Are you sure? Check for fumes, cleaning agents and solvents. If still no – then this does not relate to your workplace.

### Do you know about all the chemicals in your workplace?

Make a list.

### Do you know which substances are hazardous?

Ask the supplier for a Material Safety Data Sheet (MSDS) or other information.

### Does everybody else know about the substances?

Put the supplier's information in a folder and call it the *Hazardous Substances Register*.

### Can workers breathe in the chemical, get it on their skin, in their eyes or in their mouth?

Speak to the workers and observe the work process to find out.

### Is the health of the workers at risk?

This depends on how hazardous the substance is, how much, how long and how often the workers are exposed.

### What would you do if you thought that there was a significant health risk?

Bring in appropriate controls.

### What controls could be used?

- eliminate the substance
- replace with something less hazardous
- isolate the work
- engineering controls
- administrative controls
- protective equipment

### What if there is no significant risk?

Put a note with the MSDS in the register to say so.

### How do you prove that you have done all this?

Keep records.

### Do you believe that now you have done this, your workers are safe and you comply with the law?

Basically yes. There are other things but it's a little more involved so I will have to consult the Occupational Health, Safety and Welfare Regulations.

### Did you know that we have a package of materials to assist you?

This is available in hard copy and from [www.eric.sa.gov.au](http://www.eric.sa.gov.au)