

Guide

Manifest requirements for Hazardous Chemicals

Disclaimer

This publication contains information regarding work health and safety. It includes some of your obligations under the *Work Health and Safety (National Uniform Legislation) Act* – the WHS Act – that NT WorkSafe administers. The information provided is a guide only and must be read in conjunction with the appropriate legislation to ensure you understand and comply with your legal obligations.

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Introduction

The Northern Territory *Work Health and Safety (National Uniform Legislation) Act* (WHS Act) regulates the storage and handling of hazardous chemicals. Under the WHS Act, a person conducting a business or undertaking (PCBU) which uses, handles, stores or generates hazardous chemicals must now comply with specific sections in chapter 3 and chapter 7.1 of the Work Health and Safety (National Uniform) Regulation (WHS Regulation).

When a PCBU has hazardous chemicals that exceed the manifest quantity in Column 5 of schedule 11, a manifest must be provided under section 347 of the WHS Regulation.

Under section 348, the PCBU must also notify NT WorkSafe of their workplace details and supply a copy of the manifest with the notification. The information required in a manifest is prescribed in schedule 12 of the WHS Regulation.

This guide can be used to assist a PCBU meet their duty to provide a manifest for hazardous chemicals under the WHS Regulation. This guide outlines the information to be included, provides an example manifest with site plan and provides a checklist to help ensure the required information is included.

Role of manifests

When emergency services respond to fires and chemical spills at workplaces that store hazardous chemicals, the responders need to know the potential hazards involved at such incidents. For effective and efficient emergency action, they need information about the type, quantity and locations of the hazardous chemicals stored at the workplace.

The role of the emergency services manifest is primarily to inform emergency personnel of the types, quantities, and locations of hazardous chemicals at the workplace.

The site plan included with the manifest plays an important role in providing this information. The manifest adds to the information sources available to emergency services.

Manifest versus registers

Manifests should not be confused with the hazardous chemical register (required under section 346 of the WHS Regulation).

A register is a list of the hazardous chemicals used, handled or stored at the workplace including the safety data sheet (SDS) for each. The register is to be made readily accessible to workers or other persons in a work area who may be affected by the hazardous chemicals at the workplace.

The purpose of the register is to provide workers and others access to information about hazardous chemicals used in a work activity including hazards, first aid actions, storage conditions and appropriate personal protective equipment for the safe management of the product.

Information to be included in the manifest

Manifests should reflect current information and be prepared from up-to-date stock inventories. The manifest must contain information in accordance with schedule 12 of the WHS Regulation and is summarised below. A sample manifest is provided in Appendix 1. A checklist for the manifest content is provided in Appendix 2.

General Information

The manifest must state:

- the name of the PCBU
- the address of the workplace
- the date when the manifest was first prepared or last amended
- business hours and after hours contact telephone numbers for at least 2 persons who may be contacted in the event of an incident.

In addition, it must provide the following information about the hazardous chemicals stored at the premises.

Hazardous chemicals stored in bulk (eg: stockpiles)

The manifest must include:

- identification number/code of the location where the bulk material is stored
- proper shipping name of the hazardous chemical
- maximum quantity likely to be stored in the storage area.

Hazardous chemicals stored in tanks (other than in IBCs)

For each hazardous chemical stored in tanks (other than in IBCs), the manifest must include the following information:

- identification number or code for each tank
- maximum storage capacity for each tank
- type (underground or above ground) tank
- the diameter of the tank (for fixed vertical tanks used to store fire risk hazardous chemicals).

For all hazardous chemicals, as stated in Table 3.2.3 in the Australia Dangerous Goods Code (ADG Code), include:

- proper shipping name
- UN number
- dangerous goods class, division and packing group.

For Flammable Liquid Category 4, also known as Combustible liquid C1 - flashpoint 61-93oC (e.g. diesel)

- product name
- the words 'Combustible Liquid'

Hazardous chemical storage areas for packages or IBCs

For hazardous chemicals stored in packages and IBC's that are required to have information placards (i.e. exceeds the prescribed placard quantity), the manifest must include the storage area identification number or code.

For all hazardous chemicals, include:

- dangerous goods class of the materials
- largest quantity of each class of hazardous chemical likely to be stored in the storage area.

For Flammable Liquid Category 4, also known as combustible liquid C1 - flashpoint 61-93 C (e.g. diesel)

- the words 'Combustible Liquid'
- the largest quantity likely to be stored in the storage area.

For hazardous chemicals that are classified as Class 2.3 toxic gas or packing group I under the ADG Code, include:

- proper shipping name as stated in Table 2.3.2 of the ADG Code
- dangerous goods class and division
- largest quantity of the materials likely to be stored in the storage area.

For hazardous chemicals that are classified as Unstable Explosives, Organic Peroxides Type A or Self Reactive Substances Type A, include:

- name of the hazardous chemical as listed in Appendix A of the ADG Code
- largest quantity of the materials likely to be stored in the storage area, and
- the words 'Goods too dangerous to be transported'.

Hazardous chemicals being manufactured

For each area that hazardous chemicals are manufactured, include:

- the manufacturing area identification number or code
- a description of the hazardous chemicals being manufactured in the area
- the average and the largest quantity of each class of hazardous chemical likely to be manufactured.

Hazardous chemicals in transit

For each area that hazardous chemicals are stored in transit, include:

- transit area identification number or code
- dangerous goods class of the hazardous chemicals that are stored, and
- quantity of each dangerous goods class of hazardous chemical stored or likely to be stored.
- transport documents that comply with the ADG Code requirements for the goods in transit may be attached to the manifest to comply with the requirements for packaged hazardous chemicals.

Site plans

The purpose of the plan of the work place is to identify the places, buildings and structures on the premises where hazardous chemicals are used, stored and handled.

The plan should also include details of all significant facility and surrounding area features. It should be easy for emergency services personnel to read. The plan of the premises should be on a scale that adequately illustrates the details required by the WHS Regulation.

The following information is required on a site plan:

- the location where any 'goods too dangerous to be transported', class 2.3 'toxic gas' and packing group I dangerous goods of any class that are stored, used or manufactured
- locations and identification number or code of all bulk storages
- locations and identification number or code of all tanks
- locations where hazardous chemicals in packages or IBC's are stored
- areas where hazardous chemicals are manufactured
- areas where dangerous goods in transit may be located.

Provide a legend for the identification numbers and codes for the above areas and indicate true north.

The site plan should also include the location of:

- the main entrance and other entry and exit points to the workplace
- essential site services including fire services and isolation points for fuel and power
- all drains on the site
- location of the manifest for the premises
- land usage or nature of the occupancy on adjoining sites or premises

In addition, the following information may be relevant inclusions:

- the location of all buildings, amenities, structures and internal roadways on the premises and their uses including environmentally sensitive areas and watercourses
- areas of public access adjacent to the site and parking (if any)
- public street names adjacent to the premises and evacuation routes
- nature of fences (if any)
- distance scale
- site topography
- the location of emergency resources and equipment.

Location of manifest and site plans

The manifest and site plan must be kept in a place that is in agreement with the Northern Territory Fire and Rescue Service (NTFRS). NTFRS recommend that the manifest and site plan be kept in a red waterproof container kept as close as possible to the main entrance.

HAZMAT box

It is recommended that the manifest and site plan be kept in a red weatherproof container, commonly known as a 'Hazmat box'. Alternative designs such as tubular versions with caps for weather proofing are also acceptable. Examples of Hazmat boxes are illustrated on the right.



The box should be located:

- inside the boundary near the outer warning placard and as close as practicable to the main entry to the workplace
- on the left hand side as you enter the workplace so a fire officer can safely and readily access the manifest.

If you wish to vary the location, consult with the local your NTFRS fire station (the responders) about the best position for its location (e.g. gatehouse). If more than one entry point is used regularly (e.g. two- street access) it may be necessary to have a Hazmat box at each entry.

A suitable sized Hazmat box should be signal red in colour preferably with white letters stating 'EMERGENCY INFORMATION'. It should be mounted securely, for example, on a steel post and concreted in position or fixed to a wall. For security, a 003 series lock should be installed on the box to enable the emergency services to open the lock as desired.

Further information is available from the Northern Territory Fire and Rescue Service on 08 8999 FIRE (08 8999 3473).

Manifest box contents

The contents of the manifest box should be limited to the site manifest document and site plan. The site information and site contacts should be listed first, followed by location and quantity information of the hazardous chemicals stored. The site plan/s must clearly identify the hazardous chemical storage areas and other relevant information.)

Tip: *Laminated versions are useful to protect against moisture during storage and wet conditions when required during an incident. Larger formats like A3 should use grid lines and grid references for large more complex facilities for readily pin-pointing areas.*

In an emergency situation the first responder can be overloaded with information when first attending on site. The manifest box information should enable the emergency services to locate hazardous chemical storage areas and make contact with a site representative knowledgeable about the site.

Safety data sheets (SDS)

Many workplaces which are required to prepare a manifest, store and handle a wide variety of hazardous chemicals. Trying to accommodate all SDS in a manifest box will quickly overload it.

Generally, documents such as SDS, environment management plans or emergency plans should be avoided in the manifest box. These sorts of documents may be useful to the emergency services, but should be kept elsewhere at a location known to the sites emergency contact personnel.

Only if there are a few (e.g. 1-5) hazardous chemicals stored and handled at the workplace, then it may be appropriate to include the SDS for these.

Notification

All workplaces that exceed the manifest quantity listed in column 5 of Schedule 11 of the WHS Regulation are required to notify NT WorkSafe of their existence under section 347. Notification requirements for hazardous chemicals including relevant forms are available at www.worksafe.nt.gov.au

A manifest and site plan that is compliant with schedule 12 is required to be submitted with the notification for a manifest quantity workplace (Refer to form Notification of Schedule 11 Hazardous Chemicals available on the NT WorkSafe website). This guide will assist the PCBU to ensure the manifest is compliant with schedule 12.

Further information and assistance

Industry associations

The Australasian Institute of Dangerous Goods Consultants (AIDGC) can assist with consulting services and provides a consultant contact list at www.aidgc.org.au.

Manufacturers, suppliers and local distributors of hazardous chemical products may be able to provide technical assistance regarding their products, including the provision of safety data sheets.

Appendix 1 – Example manifest for hazardous chemicals

This example is provided to assist the PCBU to develop a manifest that meets the requirements of schedule 12. The format/layout used is not mandatory but shows the information to be included. The amount of information will depend on the size and complexity of the workplace.

Business Name	XYZ CHEMICALS PTY LTD
Address of premises:	123 Cambridge Street, Eagle Farm, QLD 4009
Date of preparation:	21 April 2015

Emergency Contacts

Name	Position	Telephone
B Wright	Production supervisor	B/H : 0453 345 378 A/H : 07 3425 6345
A Citizen	Safety manager	B/H : 0452 454 733 A/H : 07 3029 4563

Hazardous chemicals stored in bulk

Storage area	Dangerous goods			
	Class	Sub risk/s	PG	Largest quantity
n/a				<i>Nil</i>

Hazardous chemicals stored in tanks (other than IBC's)

Tank ID No.	Dangerous goods					Tank		
	Name	UN no.	Class	Sub risk	PG	Type	Capacity	Diameter
DG T1	Methanol	1230	3	6.1	II	u/g	30 000 L	n/a
DG T2	Abandoned tank	n/a	n/a	n/a	n/a	u/g	30 000 L	n/a
DG T3	LP Gas	1075	2.1	n/a	n/a	a/g	5 000 L	n/a
DG T4	Diesel	n/a	Combustible Liquid	n/a	n/a	a/g	10 000 L	See note

u/g — underground

a/g — aboveground

n/a — not applicable

Note: tank diameter required for vertical aboveground tanks storing fire risk hazardous chemical (does not apply to combustible liquids).

Package storage areas

The following types of hazardous chemicals must be identified individually:

1. Class 2.3 - toxic gas
2. Packing group I chemicals of any dangerous goods class
3. Chemicals that are classified as goods too dangerous to be transported.

Package store 1

Area	Hazardous chemicals				Largest quantity
	Name	Class	Sub risk/s	PG	
PS1	Chlorine	2.3	5.1 & 8	n/a	70 L

Package store 2

Area	Hazardous chemicals			Largest quantity
	Class	Sub risk/s	PG	
PS2	6.1	n/a	II	2 500 L
PS2	6.1	n/a	III	12 000 L

Package store 3

Area	Hazardous chemicals				Largest quantity
	Name	Class	Sub risk/s	PG	
PS3	Carbon disulphide	3	6.1	I	200 L

Package store 4

Area	Hazardous chemicals			Largest quantity
	Class	Sub risk/s	PG	
PS4	8	n/a	II	4 000 L
PS4	8	n/a	III	8 000 L

Manufacturing areas

Area	Hazardous chemicals			Average quantity	Largest quantity
	Class	Sub risk/s	PG		
MA1	3	II	6.1	2 500 L	4 000 L
MA2	8	II	n/a	1 400 L	2 800 L
	6.1	III	n/a	600 L	1 200 L

Transit area

Area	Hazardous chemicals			Largest quantity
	Class	Sub risk/s	PG	
n/a				Nil

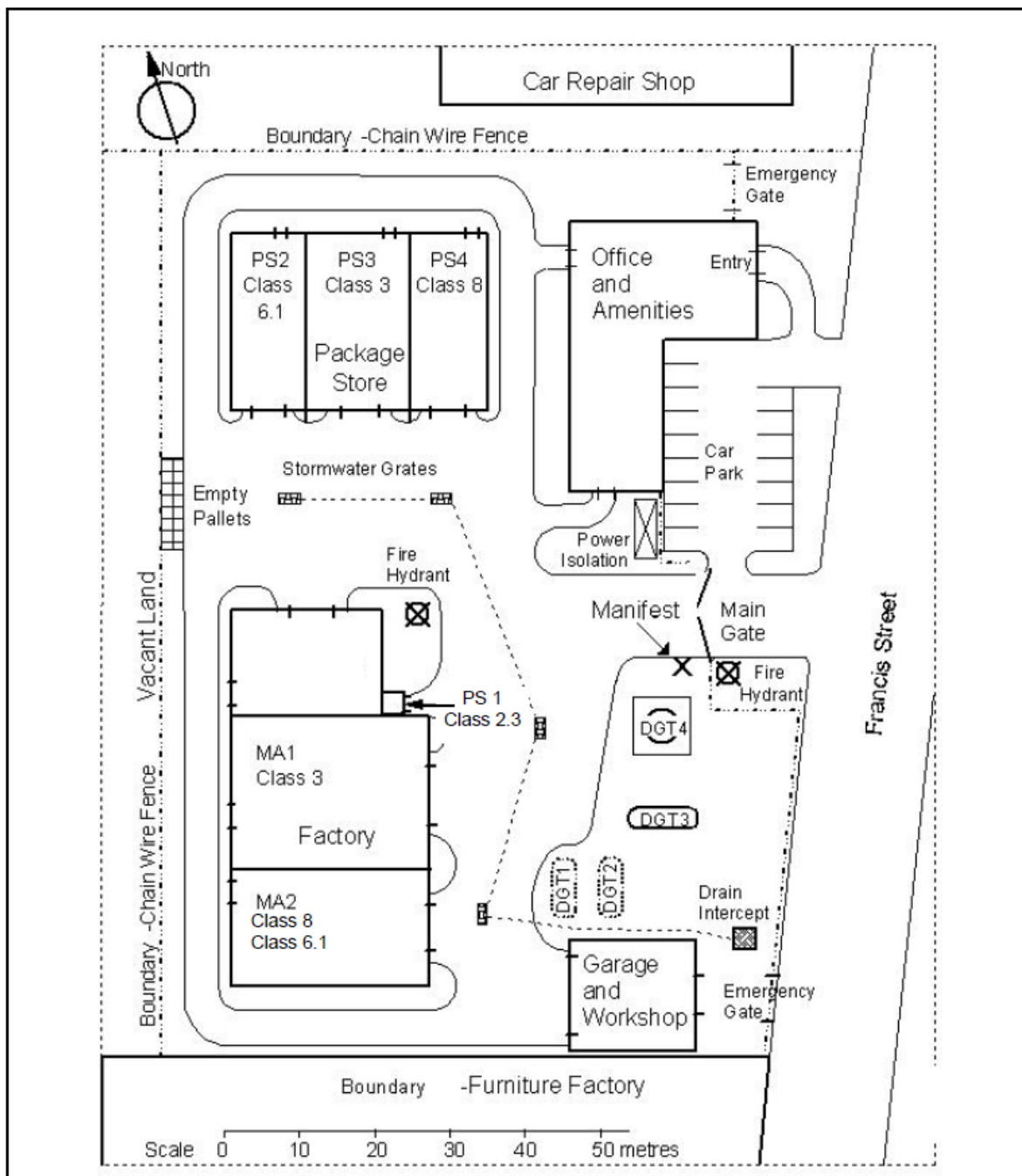
Add in document control and authority information (e.g. signed off by...) Example Manifest Site Plan

Example Manifest Site Plan

XYZ CHEMICALS PTY LTD
SITE PLAN

NAME OF PREMISES: XYZ Chemicals Pty Ltd
 ADDRESS: 123 Cambridge Street, Eagle Farm.
 DATE OF THIS PLAN DRAWING: 2nd February 2012.
 DATE OF LAST REVISION: 21st April 2012.

Legend
 Insert descriptions for the various codes, symbols used in plan for clarity



Appendix 2 – Manifest checklist

- This self-assessment checklist is designed to help ensure that the manifest required under regulation 347 complies with the requirements of schedule 12, Work Health and Safety (National Uniform Legislation) Regulation.
- Where applicable to the workplace, the following information must be clearly shown in the manifest.
- Tank and storage area identification numbers or codes recorded in the manifest must be clearly identifiable in site plan.

Information to be included in the manifest

General information	
Name of the person conducting a business or undertaking (PCBU)	<input type="checkbox"/>
Address of the workplace	<input type="checkbox"/>
Date when the manifest prepared / amended	<input type="checkbox"/>
Business hour contact telephone numbers for at least two persons	<input type="checkbox"/>
Business and after hours contact telephone numbers for at least two persons specific to the workplace (1800 phone numbers are not acceptable)	<input type="checkbox"/>
Hazardous chemicals stored in bulk storage (not in containers e.g. stockpiles)	
Storage area identification number or code	<input type="checkbox"/>
Name of chemical stored in a bulk storage area (e.g. ADG Code description)	<input type="checkbox"/>
Quantity of chemical stored in a bulk storage area	<input type="checkbox"/>
Hazardous chemicals stored in bulk containers (e.g. tanks other than in IBCs)	
For each bulk container, include:	
Identification number or code	<input type="checkbox"/>
Container type (u/g or underground, a/g or aboveground, vertical or horizontal)	<input type="checkbox"/>
Container capacity in litres	<input type="checkbox"/>
For vertical tanks storing fire risk hazardous chemicals, include the tank diameter	<input type="checkbox"/>
For identification of the hazardous chemical contents of each, include:	
Proper shipping name, UN number, class, division (packing group (PG) also recommended)	<input type="checkbox"/>
For combustible liquids having a flash point <93oC (e.g. diesel) - the product name and words 'Combustible Liquid'	<input type="checkbox"/>
For goods too dangerous to be transported - the name as appears in Appendix A of the ADG Code and words 'Goods too dangerous to be transported'	<input type="checkbox"/>
Storage areas for hazardous chemicals in packages or IBCs	
For each placarded storage area	<input type="checkbox"/>
Identification number or code	<input type="checkbox"/>
Largest quantity of each class likely to be stored in the storage area	<input type="checkbox"/>

For identification of the hazardous chemicals	
Dangerous goods class, division (packing group also recommended)	<input type="checkbox"/>
For combustible liquids (flash point <93oC) - the words 'Combustible Liquid' and largest quantity	<input type="checkbox"/>
For class 2.3, packing group I of any class - Proper shipping name, class/division and largest quantity	<input type="checkbox"/>
For goods too dangerous to be transported - the name as appears in Appendix A of the ADG Code and words 'Goods too dangerous to be transported', and largest quantity	<input type="checkbox"/>
For each area in which hazardous chemicals are manufactured	
Identification number or code	<input type="checkbox"/>
Average and the largest quantity in manufacture	<input type="checkbox"/>
Description of hazardous chemicals being manufactured for example the chemical name or other recognised descriptor such as dangerous class, division and packing group, or combustible liquid or GTDTBT/Appendix A name.	<input type="checkbox"/>
Hazardous chemicals in transit	
Identification number or code	<input type="checkbox"/>
The requirements for hazardous chemicals in packages or IBCs described above apply.	<input type="checkbox"/>
However, it is acceptable if the dangerous goods transport documents are provided in the manifest box at the workplace for dangerous goods under the ADG Code that are in transit.	<input type="checkbox"/>
Site plans	
A scale plan of the workplace must show -	
Location and ID No./code/description of bulk storage areas not in containers (e.g. stockpiles)	<input type="checkbox"/>
Location and ID No./code/description of bulk containers (e.g. tanks and vessels)	<input type="checkbox"/>
Location and ID No./code/description of package and IBC storage areas	<input type="checkbox"/>
Location and ID No./code/description of manufacturing areas	<input type="checkbox"/>
Location and ID No./code/description of in transit areas	<input type="checkbox"/>
Legend for identification numbers or codes used in the plan	<input type="checkbox"/>
The main entrance and other entry and exit points to the workplace	<input type="checkbox"/>
Essential site services including fire services or gas supply	<input type="checkbox"/>
Location of isolation points for fuel and power	<input type="checkbox"/>
Location of all drains	<input type="checkbox"/>
Location of the manifest	<input type="checkbox"/>
Description of the nature of the occupancy of adjoining sites or premises	<input type="checkbox"/>
Identification of true north	<input type="checkbox"/>

For some workplaces, additional information may assist emergency services such as:

- location of buildings, amenities, structures and internal roadways for large sites
- surrounding or adjacent environmentally sensitive areas and watercourses
- areas of public access adjacent to the site and parking
- public street names adjacent to the premises and evacuation routes
- nature of fences and restrictions to site accessibility (if any)
- site topography
- the location of emergency resources and equipment.

Note: ADG Code information is available from the products safety data sheet (SDS) under the transportation section. The ADG Code is available at www.ntc.gov.au under safety and compliance.

List of jurisdiction contacts

Jurisdiction	Name of Regulator	Telephone	Web site
Commonwealth	Comcare	1300 366 979	www.comcare.gov.au
New South Wales	WorkCover NSW	13 10 50	www.workcover.nsw.gov.au
Victoria	WorkSafe Victoria	1800 136 089 or (03) 9641 1444	www.worksafe.vic.gov.au
Queensland	Workplace Health and Safety Qld	1300 362 128	www.worksafe.qld.gov.au
South Australia	SafeWork SA	1300 365 255	www.safework.sa.gov.au
Western Australia	WorkSafe WA	1300 307 877	www.worksafe.wa.gov.au
Australian Capital Territory	WorkSafe ACT	(02) 6207 3000	www.worksafe.act.gov.au
Tasmania	WorkSafe Tasmania	1300 366 322 (Inside Tasmania) (03) 6166 4600 (Outside Tasmania)	www.worksafe.tas.gov.au

NT WorkSafe

Work Health and Safety

Toll-free 1800 019 115

Email ntworksafe@nt.gov.au

Fax 08 8999 5141

Workers Rehabilitation and Compensation

Toll-free 1800 250 713