



Form 73 - Notification of a manifest quantity workplace (MQW)

This form assists with compliance with Section 348 of the Work Health and Safety Regulation 2011. Before completing this form, please read the guidelines to complete the form which follows.

Privacy Statement

Workplace Health and Safety Queensland (WHSQ) is collecting your personal information on this form in accordance with s348 of the Work Health and Safety Regulation 2011. It is WHSQ's usual practice to disclose this information as needed to other Commonwealth, state or territory health and safety regulators or other entities that are relevant to your notification such as Queensland Fire and Emergency Services, Queensland Department of Environment and Science and local government authorities.

Type of notification (select one only)

- Radio button options: This is a new notification for a manifest quantity workplace (MQW), This is a further notification, i.e. an amendment of an existing manifest quantity workplace (MQW) previously notified, Hazardous chemicals are no longer stored in excess of manifest quantities.

Please add the file reference number from previous correspondence e.g. A-FILE 1234 [input boxes]

Part A: Site information

Section A1: Details of workplace

Page guideline, click here

Give details of the workplace to which this notification relates. This is the workplace where Schedule 11 hazardous chemicals exceeding manifest quantities are to be used, handled or stored.

Building property name: [input], No: [input], Street name: [input], Street type: [input]

Suburb: [input], State: QLD [input], Postcode: [input boxes]

Real property description (RPD)

If the workplace is on more than one lot and plan, give details of the main lot and plan and attach a list of any other lot and plan numbers.

Lot no. [input], Plan no. [input], Parish [input], Local government (council) area: [input]

Longitude : decimal degrees [input], Latitude : decimal degrees [input]

Section A2: Details of person conducting a business or undertaking (PCBU)

The PCBU is the person or organisation that has overall management responsibility for the workplace.

Registered name:

Trading as:

ABN (The ABN must be attached to the legal name)

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Registered street address details:

Registered business address for body corporate or street address for individual.

If same as workplace street address above tick box, otherwise complete details below.

Building property name:

No:

Street name:

Street type:

Suburb:

State:

Postcode:

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Registered postal address details:

If same as street address above tick box, otherwise complete details below.

Post office box or street address:

Suburb:

State:

Postcode:

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Section A3: Previous occupier details

If this is a new notification (new PCBU) for an existing workplace which may have previously used, handled or stored Schedule 11 hazardous chemicals exceeding manifest quantities, provide previous PCBU details if known.

Registered name/body corporate/individual (of previous occupier):

Trading name (of previous occupier):

ABN (The ABN must be attached to the legal name)

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Section A4: Notification contact details

Give details here of the person 'the notifier', to whom any inquiries regarding this notification should be directed and future correspondence sent. This person may be located at the workplace or elsewhere. This may be the contact person for a body corporate notifier.

Title: Mr / Mrs / Miss / Ms

First name and surname

Position

Office phone number (Including area code)

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Facsimile (Including area code)

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Email

Postal address for further correspondence:

If same as workplace street address in Section A1 tick box, otherwise complete details below.

If same as registered street address in Section A2 tick box, otherwise complete details below.

Post office box or street address:

Suburb:

State:

Postcode:

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Section A5: Workplace contact details

Give details here of the person with day-to-day operational responsibility for the workplace to whom any enquiries regarding the workplace can be made.

If same as notification contact above tick box.

Title: Mr / Mrs / Miss / Ms

First name and surname

Position

Office phone number (Including area code)

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Mobile number

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Facsimile (Including area code)

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Email

Part B: Technical information

Section B1: Hazardous chemical activities

Type of Business or Undertaking:

Activity

Tick box against any activity (can be more than one):

- Fuel retailer/service station
- Refrigeration/cold storage
- Package/storage warehousing
- Tank farm
- Chemical manufacturer (processing, formulating, repackaging)
- Chemical importer
- Other (specify at right)

For the following questions about activities at the workplace, select the appropriate response (YES / NO).

- 1. Are flammable liquids (Category 1,2,3 & 4) heated? Yes No
- 2. Are hazardous chemicals handled at elevated temperature or pressure (other than Class 2 dangerous goods under pressure in cylinders or tanks)? Yes No
- 3. Are chemical reactions conducted that cause a temperature rise or generate gas? Yes No

Disclosure log

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Section B2: Quantities of hazardous chemicals at the workplace

If you enter a 'Total' quantity for any hazard class, you should also enter a quantity for one or more types or categories within that hazard class. For example, if you enter a quantity in Row 6, you should also enter a quantity into one or more of Rows 2-5.

[Page guideline, click here](#)
[Further guidelines for B2](#)

| A | B | C | C1 | D | E | F | G | H | I | J |
|--------|--------------------------|--|---|--------------------------------------|--------------------------------------|--------------------------------------|------------|-------------------------|---------------------|-------------------------------|
| Row no | GHS hazard class | GHS type or category of hazardous chemical - check Safety Data Sheet | Equivalent dangerous goods class/division/PG (guide only) | Packages or IBCs* (maximum quantity) | Above - ground tanks (tank capacity) | Under - ground tanks (tank capacity) | Unconfined | Quantity at workplace X | Manifest quantity Y | Is X greater than Y? (Yes/No) |
| 1. | Flammable gases | Category 1 | 2.1 (except aerosols) | | | | | | 5,000 L | No |
| 2. | | With acute toxicity, Category 1 | | | | | | | | |
| 3. | | With acute toxicity, Category 2 | | | | | | | | |
| 4. | | With acute toxicity, Category 3 | 2.3 | | | | | | | |
| 5. | | With acute toxicity, Category 4 | | | | | | | | |
| 6. | | Total with acute toxicity, Categories 1, 2, 3, 4 in rows 2-5 | | | | | | | 500 L | No |
| 7. | Gases under pressure | With skin corrosion, Category 1A | | | | | | | | |
| 8. | | With skin corrosion, Category 1B | | | | | | | | |
| 9. | | With skin corrosion, Category 1C | 2.3 / 8 | | | | | | | |
| 10. | | Total with skin corrosion Categories 1A, 1B, 1C in rows 7-9 | | | | | | | 500 L | No |
| 11. | | Aerosols | 2.1 and 2.2 | | | | | | 10,000 L | No |
| 12. | | Other gases not specified elsewhere in this table | 2.2 and 2.2/5.1 | | | | | | 10,000 L | No |
| 13. | | Category 1 | 3 PG I | | | | | | 500 L | No |
| 14. | | Category 2 | 3 PG II | | | | | | 2,500 L | No |
| 15. | | Category 3 | 3 PG III | | | | | | 10,000 L | No |
| 16. | Flammable liquids | Total of flammable liquid Categories 1, 2, 3 in rows 13 - 15 | Total Class 3 | | | | | | 10,000 L | No |
| 17. | | Category 4 | Combustible liquids (FP ≤ 93°C) | | | | | | 100,000 L | No |
| 18. | | Type A | GTD/TBT | | | | | | 50 kg or L | No |
| 19. | Self-reactive substances | Type B | 4.1 | | | | | | 500 kg or L | No |
| 20. | | Type C - F | 4.1 | | | | | | 2,500 kg or L | No |
| 21. | Flammable solids | Category 1 | 4.1 PG II | | | | | | 2,500 kg or L | No |
| 22. | | Category 2 | 4.1 PG III | | | | | | 10,000 kg or L | No |
| 23. | | Total of self reactive and flammable solids in rows 19 - 22 | Total Division 4.1 | | | | | | 10,000 kg or L | No |

*Packages or Intermediate Bulk Containers (IBCs) (maximum quantity)
 Form 73 - Notification of a manifest quantity workplace (MQW) (Form 73 v.5F2.1)

Form 73 - Notification of a manifest quantity workplace (MQW)

Section B2: Quantities of hazardous chemicals at the workplace

If you enter a 'Total' quantity for any hazard class, you should also enter a quantity for one or more types or categories within that hazard class. For example, if you enter a quantity in Row 6, you should also enter a quantity into one or more of Rows 2-5.

[Page guideline, click here](#)
[Further guidelines for B2](#)

| A | B | C | C1 | D | E | F | G | H | I | J |
|--------|---|--|---|-------------------------------------|------------------------------------|------------------------------------|------------|-------------------------|---------------------|-------------------------------|
| Row no | GHS hazard class | GHS type or category of hazardous chemical - check Safety Data Sheet | Equivalent dangerous goods class/division/PG (guide only) | Packages or IBCs (maximum quantity) | Above-ground tanks (tank capacity) | Under-ground tanks (tank capacity) | Unconfined | Quantity at workplace X | Manifest quantity Y | Is X greater than Y? (Yes/No) |
| 24. | Pyrophoric liquids or solids | Category 1 | 4.2 PG I | | | | | | 500 kg or L | No |
| 25. | Self heating substances and mixtures | Category 1 | 4.2 PG II | | | | | | 2,500 kg or L | No |
| 26. | | Category 2 | 4.2 PG III | | | | | | 10,000 kg or L | No |
| 27. | | Total of pyrophoric liquids or solids and self heating substances and mixtures in rows 24 - 26 | Total division 4.2 | | | | | | 10,000 kg or L | No |
| 28. | Substances which in contact with water emit flammable gas | Category 1 | 4.3 PG I | | | | | | 500 kg or L | No |
| 29. | | Category 2 | 4.3 PG II | | | | | | 2,500 kg or L | No |
| 30. | | Category 3 | 4.3 PG III | | | | | | 10,000 kg or L | No |
| 31. | | Total of substances which in contact with water emit flammable gas in rows 28- 30 | Total division 4.3 | | | | | | 10,000 kg or L | No |
| 32. | Oxidising liquids or solids | Category 1 | 5.1 PG I | | | | | | 500 kg or L | No |
| 33. | | Category 2 | 5.1 PG II | | | | | | 2,500 kg or L | No |
| 34. | | Category 3 | 5.1 PG III | | | | | | 10,000 kg or L | No |
| 35. | | Total of oxidising liquids or solids in rows 32 - 34 | Total division 5.1 | | | | | | 10,000 kg or L | No |
| 36. | Organic peroxides | Type A | GTD/TBT | | | | | | 50 kg or L | No |
| 37. | | Type B | 5.2 | | | | | | 500 kg or L | No |
| 38. | | Type C - F | 5.2 | | | | | | 2,500 kg or L | No |
| 39. | | Total of organic peroxides of Type B, C-F in rows 37 - 38 | Total division 5.2 | | | | | | 10,000 kg or L | No |
| 40. | Acute toxicity | Category 1 | 6.1 PG I | | | | | | 500 kg or L | No |
| 41. | | Category 2 | 6.1 PG II | | | | | | 2,500 kg or L | No |
| 42. | | Category 3 | 6.1 PG III | | | | | | 10,000 kg or L | No |
| 43. | | Total of acute toxicity chemicals in rows 40 - 42 | Total division 6.1 | | | | | | 10,000 kg or L | No |

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Section B2: Quantities of hazardous chemicals at the workplace
 If you enter a 'Total' quantity for any hazard class, you should also enter a quantity for one or more types or categories within that hazard class. For example, if you enter a quantity in Row 6, you should also enter a quantity into one or more of Rows 2-5.

[Page guideline, click here](#)
[Further guidelines for B2](#)

| A | B | C | C1 | D | E | F | G | H | I | J |
|--------|---|--|---|--------------------------------------|--------------------------------------|--------------------------------------|------------|-------------------------|---------------------|-------------------------------|
| Row no | GHS hazard class | GHS type or category of hazardous chemical - check Safety Data Sheet | Equivalent dangerous goods class/division/PG (guide only) | Packages or IBCs* (maximum quantity) | Above - ground tanks (tank capacity) | Under - ground tanks (tank capacity) | Unconfined | Quantity at workplace X | Manifest quantity Y | Is X greater than Y? (Yes/No) |
| 44. | | Category 1 A | 8 PG I | | | | | | 500 kg or L | No |
| 45. | Skin corrosion | Category 1 B | 8 PG II | | | | | | 2,500 kg or L | No |
| 46. | | Category 1 C | 8 PG III | | | | | | 10,000 kg or L | No |
| 47. | Corrosive to metals | Category 1 | 8 PG III | | | | | | 10,000 kg or L | No |
| 48. | | Total of chemicals corrosive to metals and skin in rows 44 - 47 | Total class 8 | | | | | | 10,000 kg or L | No |
| 49. | Unstable explosives | | GTD/TBT | | | | | | 50 kg or L | No |
| 50. | Any mix of chemicals from rows 18, 36, 49 where none of the items exceeds the manifest quantity on their own. | | GTD/TBT | | | | | | 50 kg or L | No |

If the answer is 'YES' in **Column J** for any of the Rows 1 to 50, then your workplace is a manifest quantity workplace, and **you need to submit this form**.
 If the answer is 'NO' in **Column J** for all of the Rows 1 to 50, then your workplace is not a manifest quantity workplace, and **you do not need to submit this form**.

Regardless of the entries in Column J, you should submit the form if:

- the form is being used for further notification (re-notification) of a workplace previously notified, or
- you have received a direction from Workplace Health and Safety Queensland requiring you to complete and submit this form.

Section B3: Manifest document to be supplied

This refers to the manifest or amended manifest prepared by the PCBU under section 347 of the [WHS Regulation](#) which meets requirements set out in Schedule 12. Select appropriate box:

- New manifest is attached (under s347 of the WHS Regulation the manifest includes a site plan).
- An amended manifest (including amended site plan) is attached.

Section B4: Determination about major hazard facilities (MHF)

Section 536 of the WHS Regulation requires a workplace that exceeds 10 percent of the MHF threshold of chemicals listed in Schedule 15 of the regulation to provide additional information.

Does the quantity of a hazardous chemical exceed 10 percent of a MHF threshold quantity as specified in schedule 15 of the WHS Regulation?

Yes

No

If Yes, complete this form and also complete Form 69 Notification of a workplace facility exceeding 10% of schedule 15 threshold.

If No, then Form 69 does not have to be completed.

Section B5: Declaration by notifier

I have the authority from the corporate body to complete and submit this application (corporate body only.) The information supplied in this application is true and correct to the best of my knowledge and acknowledge that the information may be used by other regulators relevant to the notification.

I acknowledge that it is an offence under the Work Health and Safety Act 2011 to provide false and misleading information in this application or in any documents submitted in support of this application.

First name and surname

Position

Signature

Date signed:

Section B6: How to lodge this form

When you have completed this form you may submit it, together with documents requested in Part B3 and any additional information relevant to this notification, by using either of the delivery options below.

Email:

hazchem@oir.qld.gov.au

Post:

Hazardous Chemicals Unit
Workplace Health and Safety Queensland
PO Box 820
LUTWYCHE QLD 4030

Phone:

(07) 3738 5009

Fax:

(07) 3811 6447

Guidelines for completion of Form 73 Notification of a manifest quantity workplace (MQW)

[Back to Part A](#)

Introduction

The [Work Health and Safety Regulation 2011](#) (WHS Regulation) provides for the notification of Schedule 11 hazardous chemicals to Workplace Health and Safety Queensland (WHSQ). Notifications of Schedule 11 hazardous chemicals provides risk based information to WHSQ so it can apply resources and target compliance and enforcement actions to areas of greatest risk to health and safety.

Scope

Notification to WHSQ is required where:

- A quantity of a Schedule 11 hazardous chemical or group of Schedule 11 hazardous chemicals exceeding the manifest quantity is used, handled or stored or is to be used, handled or stored, at the workplace [Regulation 348 (1)].
- After the Schedule 11 hazardous chemical or group of Schedule 11 hazardous chemicals is no longer used, stored or handled at the workplace and it is not likely to be used, handled or stored at the workplace in the future [Regulation 348 (4)].

Manifest quantity in relation to Schedule 11 hazardous chemicals means the quantity referred to in Schedule 11, table 11.1 column 5 of the WHS Regulation for that hazardous chemical.

Who must notify

A person conducting a business or undertaking at the workplace where the quantity of Schedule 11 hazardous chemical exceeds the manifest quantity **or** is no longer used, handled or stored must notify WHSQ [Regulation 348 (1) and 348 (4)].

When to notify

Notification to WHSQ is required under Regulation 348:

- immediately after it is known that the Schedule 11 hazardous chemical or Schedule 11 group of hazardous chemicals is to be first used, handled or stored or at least 14 days before that first use (whichever is earlier)
- immediately after it is known that there will be a significant change in the risk of using, handling or storing the Schedule 11 hazardous chemical or group of Schedule 11 hazardous chemicals at the workplace or at least 14 days before that change (whichever is the earlier)
- as soon as practicable after the Schedule 11 hazardous chemical or group of Schedule 11 hazardous chemicals is no longer used, stored or handled or likely to be used, handled or stored at the workplace in the future.

Recognition of interstate authorisations

Notifications are required to be made to the Work Health and Safety Regulator in the state or territory or the commonwealth in which the business or undertaking that uses handles or stores Schedule 11 hazardous chemicals in quantities that exceed manifest quantities is located.

How to notify

Refer to Form 73 - Notification of a manifest quantity workplace available at www.worksafe.qld.gov.au. Complete this form and send to the Hazardous Chemicals Unit within WHSQ as detailed in the form.

What information does the regulator require?

Form 73 - Notification of a manifest quantity workplace (MQW) provides for the written notification to WHSQ of Schedule 11 hazardous chemicals, and requires the information described in the tables to be provided.

Also note that if you have chemicals present or likely to be present which is in Schedule 15 of the *Work Health and Safety Regulation 2011* and in quantities that exceed 10 percent of the threshold, you are required to also complete Form 69 - Notification of a workplace exceeding 10% of schedule 15 threshold, as specified in Regulation 536 of the WHS Regulation.

Other relevant obligations

Preparing a manifest

A PCBU at a workplace where the quantity of Schedule 11 hazardous chemicals used, stored or handled exceeds the manifest quantity must:

- prepare a manifest of hazardous chemicals
- amend the manifest as soon as reasonably practicable if:
 - the type or quantity of hazardous chemical that must be listed in the manifest changes; or
 - there is a significant change in the information required to be recorded in the manifest.
- the manifest of Schedule 11 hazardous chemicals must comply with Schedule 12 of the WHS Regulation.
- the manifest must be kept in a place determined in agreement with the Queensland Fire and Emergency Services (QFES) and be available for inspection under the Work Health and Safety Act 2011 and be readily accessible to the QFES.

[Regulation 347]

Further information requested by the regulator

WHSQ may request further information and the PCBU must ensure that information is provided [Regulation 348 (6)].

Further information

The WHS Regulation and further advisory information is available from www.worksafe.qld.gov.au or by calling 1300 362 128.

Guidance for completing Part A

| Heading | Comment |
|--|--|
| Type of Notification: | |
| New notification | Select this box if this is the first time you have notified the regulator about this site. For example a new work place, or an existing one which now stores hazardous chemicals in excess of the manifest quantity for the first time. |
| Further notification | Select this box if you are lodging an amendment to an existing notification. For example the quantity of hazardous chemicals has significantly changed the risk. The quantity may have increased or decreased but remain in excess of manifest quantities. |
| No longer stored at manifest quantities | Select this box if the workplace has previously been notified, but will no longer use, store or handle hazardous chemicals in excess of the manifest quantities. For example the inventory has reduced due to changed business practices. |
| File reference number | If a notification has been made previously, correspondence will include a reference number that can be included here to help ensure the correct record is being handled. For example A-FILE 1234 |
| Section A1: Details of workplace Back to Part A1 | |
| Building property name | This should be the name by which you know the workplace. |
| Street address | This should be sufficient to be able to locate the workplace. Include unit number (where appropriate), street number, street name, locality (suburb) and postcode. If possible, specify the address with a street number rather than as an intersection, i.e. "23 Main St" rather than "cnr Main St and Smith Rd". |
| Real Property Description (RPD) | The RPD for the workplace can be found on local government (council) rates notices. Include any letters (such as 'RP') as well as numerals. If the workplace is located on more than one RPD, give the main one on the form and attach a list of the others. |
| Local government area | The local council for the place where the workplace is located. |
| Section A2: Details of person conducting a business or undertaking (PCBU) Back to Part A2 | The PCBU is the person or organisation that has overall management responsibility for the workplace. Typically, the PCBU is the business that conducts operations at the workplace. |
| Registered address | The registered street or postal address of the business. This may be different from that of the workplace. |
| Section A3: Previous occupier details Back to Part A3 | If this is a new notification (new PCBU) for an existing workplace where hazardous chemicals may have been previously stored exceeding manifest quantities, provide previous occupiers details if known. These details can be found on the Contract of sale. |
| Section A4: Notification contact details Back to Part A4 | Give details here of the person to whom any inquiries regarding this notification should be directed and future correspondence sent. This person may be located at the workplace or elsewhere. |
| Section A5: Workplace contact details Back to Part A5 | Give details here of the person with day-to-day operational responsibility for the workplace to whom any inquiries regarding the workplace can be made. |

Guidance for completing Part B

| Heading | Comment |
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| Section B1: Hazardous chemicals activities Back to Part B1 | <p>Select the box against any activity (can be more than one) carried out at this workplace that involves the use, storage or handling of hazardous chemicals.</p> <ul style="list-style-type: none"> • Refrigeration/cold storage: Industrial refrigeration systems at meat works, food and drink processing facilities, ice-works, and cold stores using refrigerant gases such as anhydrous ammonia. • Package storage and warehousing: Storing hazardous chemicals in packages, intermediate bulk containers (IBCs) in store rooms, modified fit-for-purpose freight containers and warehouses. • Tank farm: Bulk container/s such as single or multiple tanks and pressure vessels. • Chemical manufacturer (processing, formulating, repackaging): Processing hazardous chemicals by means of chemical reaction or of physical processes which require heat or pressure, formulation and blending, or repackaging such as from a bulk container to packages for further supply. • Chemical importer: Importing hazardous chemical products from overseas into Australia for use on-site or for further distribution/supply. <p>Are there any processing activities involving heating of flammable liquids (Globally Harmonised System of classification and labelling chemicals (GHS) Categories 1-4) or of hazardous chemicals involving any elevated temperatures and pressures or chemical reactions.</p> <p>Select the appropriate response (Yes / No) for each of the three questions.</p> |
| Section B2: Quantities of hazardous chemicals at the workplace Back to Part B2 | <p>Column C1 indicates the dangerous goods class and packaging groups likely to be equivalent to the GHS hazard categories listed in Schedule 11 of the WHS Regulation. Note Class 9 materials no longer need to be notified. These materials may be covered under GHS categories.</p> <p>List the maximum quantity used, handled or stored or likely to be used, handled or stored in Kg or L in column H. The quantity recorded must reflect the various storage and handling systems (i.e. packages and IBCs, above-ground tanks, underground tanks and unconfined) as well as materials in closed systems such as refrigeration systems.</p> <p>If Class 3 material is stored in the same compound as Combustible C1 (GHS Flammable liquid category 4) they must all be listed as the flammable liquid with the lowest flashpoint.</p> <p>When the SDS indicates the GHS hazard class and category you may need to revise the information provided in the notification based on the GHS Classification.</p> <p>Note Rows 6, 10, 16, 23, 27, 31, 35, 39, 43, 48 and 50 are the aggregate quantities for specified hazard categories.</p> |
| Section B3: Manifest document to be supplied Back to Part B3 | <p>When a manifest quantity is exceeded at a workplace, the PCBU must prepare a manifest under Regulation 347 which meets the requirements of Schedule 12. This includes a site plan which requires specific information to be recorded.</p> <p>New For a new notification, the manifest is provided for the first time. Select this option if this is the case.</p> <p>Amended If a manifest has been provided previously for this workplace, for a 'further notification' as a result of a significant change in the workplace's risk, the amended manifest will need to be provided. For example, additional tanks or storage areas added, or decommissioning of storage and handling systems has occurred. Select this option if this is the case.</p> |
| Section B4: Determination about major hazard facilities Back to Part B4 | <p>It is a requirement under Regulation 536 of the WHS Regulation that a workplace that exceeds 10 percent of the MHF threshold for chemicals listed in Schedule 15 of the regulation to provide additional information by notifying as a possible major hazard facility.</p> <p>The information provided is used to make a determination as to whether the workplace should be classified as a major hazard facility due to the potential off-site impacts that may result from a significant hazardous chemical incident.</p> <p>Confirm whether this is applicable to your workplace. If so, you will need to submit/send both Form 73 - Notification of a manifest quantity workplace (this form) and a Form 69 - Notification of a workplace exceeding 10% of schedule 15 threshold. This form is also available at www.worksafe.qld.gov.au.</p> |
| Section B5: Declaration by notifier Back to Part B5 | <p>The person who filled in this notification form must sign this section as being true and correct and acknowledge that information may be used by other regulators relevant to the notification.</p> |
| Section B6: How to lodge this form Back to Part B6 | <p>When you have completed the form (parts A & B), and determined that your workplace exceeds the prescribed manifest quantities, then you may submit the form and the manifest (in PDF file format) as attachments by email to hazchem@oir.qld.gov.au.</p> <p>Alternatively, attach a scanned copy of this form and the manifest including site plan (in PDF file format) in an email to hazchem@oir.qld.gov.au.</p> <p>If email is not available you may post or fax the information, details listed on the form.</p> |

Further guidance for completing Section B2

| Heading Back to Table | Comment |
|---|--|
| B: GHS hazard class for the hazardous chemical | This is the hazard class described by the Global Harmonised System (GHS) for the classification and labelling of hazardous chemicals. Refer to Note 1 regarding GHS classifications for specific examples at the end of this table. |
| C: GHS type and category of hazardous chemical | This is the type and category for each of the GHS hazard classes from the product's Safety Data Sheet (SDS). The most likely equivalent Dangerous Goods Class and Packaging Group (PG) is listed in Column C1. Refer to Note 1 regarding GHS classifications for specific examples at the end of this table. |
| D: Packages or IBCs | Enter the maximum quantity of hazardous chemicals in containers other than bulk tanks e.g. bottles, drums, carboys, and intermediate bulk containers (IBCs) likely to be held at the workplace. Refer to Note 2 regarding IBCs at the end of this table. |
| E: Above-ground tanks | Enter the capacity of above-ground tanks > 500 L (excluding IBCs) used to store hazardous chemicals. These may be vertical or horizontal style tanks. |
| F: Under-ground tanks | Enter capacity of under-ground tanks > 500 L used to store hazardous chemicals. Underground as may be found in fuel depots or a manufacturing workplace, often used to store flammable liquids. |
| G: Unconfined | Enter the maximum quantity for those materials not stored in containers. This column can be used for bulk chemicals which are in the form of divided solids (e.g. granules, lumps) stored in heaps or piles rather than in containers. |
| H: Quantity at workplace X | <p>Enter the maximum quantity likely to be held at the workplace. Refer to Note 3 on what to include.</p> <p>Calculate individual quantities as follows:</p> <ul style="list-style-type: none"> for solids in a package, the quantity is the net mass (in kilograms) in the package for solids in a tank, the quantity is the mass (in kilograms) the tank is designed to hold for solids not in a tank or package (e.g. a heap or a pile), the quantity is the undivided mass (in kilograms) for liquids in a package, the quantity is the net capacity (in litres) of the package for liquids in a tank, the quantity is the design capacity (in litres) of the tank for class 2 dangerous goods (gases) in packages or tanks, the quantity is the total capacity (water capacity in litres) of the package or tank. <p>A tank is a container that has a capacity of more than 500 litres 'ie: bulk quantity'.</p> <p>A package is a container that has a capacity less than those specified for a tank.</p> <p>Note: Intermediate Bulk Containers (IBCs) are regarded as portable tanks and can be handled like packages therefore, include the quantity in IBCs in Column D, not E.</p> <p>You do not need to identify individual materials by chemical name, product name, UN Number or any other identifier.</p> |
| Note: For any row, the sum of quantities entered into Columns D, E, F, and G must equal the quantity in Column H. If the form is completed electronically then this will be calculated automatically. | |
| I: Manifest quantity Y | This is the quantity listed in Column 5 of the Table in Schedule 11 of the regulation. |
| J: Is X greater than Y? (Yes/No) | Is the quantity at the workplace X greater than the prescribed quantity Y ? Answer 'Yes' or 'No'. If the answer is ' Yes ' in Column J for any of the Rows 1 to 50, then your workplace is a manifest quantity workplace, and you need to submit the notification form. |

NOTE 1

Common fuels

Unless your supplier indicates otherwise (e.g., via the product's Safety Data Sheet), classify the following fuels as indicated:

- Liquefied petroleum gas (LPG) as GHS hazard class- flammable gases (row 1).
- Petrol (in all commercial forms e.g. ULP, PULP) as GHS hazard class- flammable liquid, category 2 (row 14).
- Kerosene as GHS hazard class- flammable liquid, category 3 (row 15).
- Diesel fuel as GHS hazard class- flammable liquid category 4 (row 17).

Common gases

- Oxidizing gases such as oxygen in the form of a compressed gas or refrigerated liquid, is included as gases not specified elsewhere in the table (row 12).
- Industrial gases such as nitrogen or argon in the form of a compressed gas or refrigerated liquid are also included as gases not specified elsewhere in the table (row 12).
- An aggregate of the quantities of these common gases present at the workplace will be required (row 12).

NOTE 2

Intermediate bulk containers (IBCs)

In relation to the storage and handling of dangerous goods, 'Intermediate bulk container' (IBC) means a rigid or flexible portable packaging used for the transport of dangerous goods and having a capacity larger than a package but not exceeding 3,000 litres.

For notification purposes this can include containers such as bulka bags, large packaging and multi-element gas containers (MEGCs) as defined under the [Australian Dangerous Goods \(ADG\) code](#)

NOTE 3

Quantities to include in the manifest

Exceeding the prescribed manifest quantity (Schedule 11) triggers the requirement to prepare a manifest of hazardous chemicals. All hazardous chemicals used handled or stored at the workplace in excess of a manifest quantity must be included in the manifest. Certain smaller quantities of hazardous chemicals must also be included in the manifest. Specifically:

- Bulk hazardous chemicals (i.e. over 500 L or 500 kg) not stored in a tank or package (i.e. in a heap or pile), or in a tank (excluding IBCs). For example, a 5,000 L diesel fuel tank exceeds the bulk quantity of 500 L.
- Packaged hazardous chemicals (including IBCs) that exceed a placard quantity must also be included in the manifest. For example, twenty (20) 9 kg LPG exchange cylinders with an aggregate water capacity of about 400 L exceeds the placard quantity of 200 L.

Hazardous chemicals included on the hazardous chemicals register not in bulk, or packaged in quantities that do not exceed the relevant placard quantity, are not required to be included in the manifest.

Workplace Health and Safety Queensland

Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011

 1300 362 128

 www.worksafe.qld.gov.au

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Disclosure log



INCIDENT NOTIFICATION INFORMATION SHEET

Overview

This information sheet provides general guidance on mandatory reporting requirements for 'notifiable incidents' under Work Health and Safety (WHS) legislation.



Tractor power take-off guarding

What is the problem?

Tractor power take-off (PTO) driven attachments that are not properly guarded.

What are the risks?

If a rotating PTO stub and shaft are not guarded or insufficiently guarded, workers can become entangled if loose clothing or hair is caught on the PTO shaft. This could cause death or serious injuries, such as amputations, lacerations or de-gloving.

What is a solution to the problem?

The risk of being entangled in a rotating PTO output stub and shaft can be reduced or eliminated by doing the following:

- ensure PTO output stub master guards and shaft guards are fitted and fixed, including covering universal joints and clutches
- replace damaged or inadequate guarding. Guarding must meet the requirements of Australian Standard 1121–2007: *Agricultural tractor power take-offs (Parts 1–4)*
- ensure the guard around the PTO shaft is designed so it does not rotate
- ensure the PTO is disengaged and the engine turned off when working near the PTO
- do not wear loose clothing and jewellery. Clothing should not have dangling cords
- tie back long hair
- ensure workers and bystanders stand clear of the PTO operating area
- regularly inspect, maintain and replace (if damaged) plastic or PVC shaft guards. These guards wear, depending on use and UV exposure. Maintenance should be carried out in accordance with manufacturer specifications. Inspections and maintenance should be documented and a history of maintenance records should be kept while the machinery is in use.

Each worker must understand and be able to demonstrate safe operation of the PTO attachments. No worker should be permitted to operate the tractor unless they are properly trained and supervised. Records of provided training should be kept as verification.

Further Information

WorkSafe Advisory Service

Toll-free: 1800 136 089

Email: info@worksafe.vic.gov.au

worksafe.vic.gov.au

Australian Standard

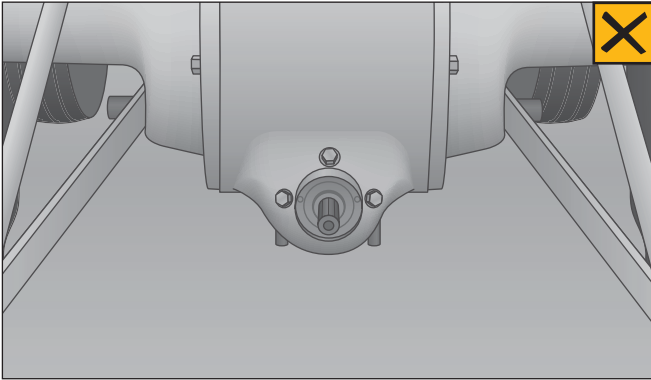
Australian Standard 1121-2007:

Agricultural tractor power take-offs (Parts 1–4)

(Health and Safety Solution continued overleaf.)

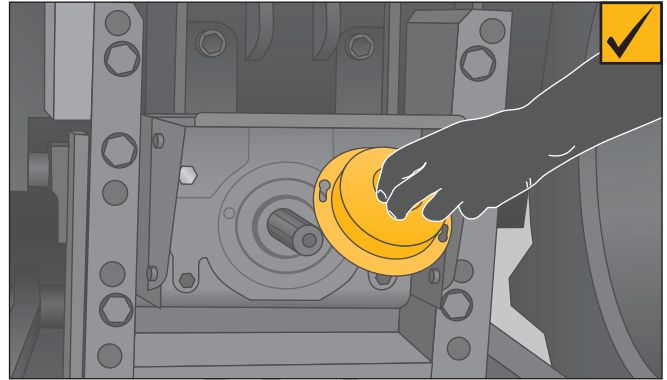
A Health and Safety Solution

The problem

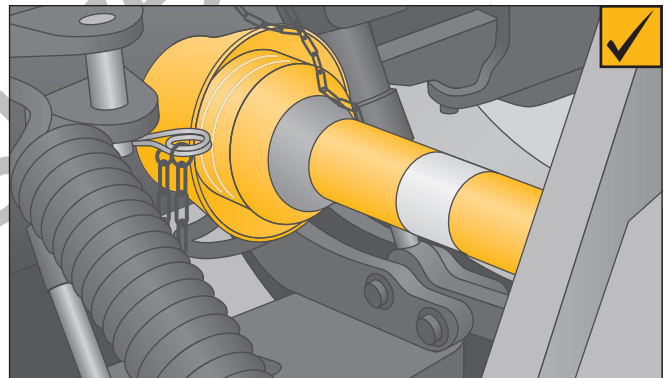


Workers are at risk of entanglement if the tractor PTO output stub is not fitted with a master guard and, when not in use, an output stub guard.

The solutions



A PTO fixed master guard should be fitted and the output stub guard should be in place when the PTO is not in use.



Ensure the PTO output stub, universal joints, clutches and PTO are fitted with suitably restrained guards to prevent rotation.

Disclosed

Businesses and undertakings must notify their work health and safety regulator of certain 'notifiable incidents' at work. This information sheet will help you decide when you need to notify the regulator of a work-related death, injury, illness or dangerous incident.

Work health and safety regulators are committed to preventing work-related deaths and injuries. Notifying the regulator of 'notifiable incidents' can help identify causes of incidents and prevent similar incidents at your workplace and other workplaces.

The WHS law requires:

- a 'notifiable incident' to be reported to the regulator immediately after becoming aware it has happened
- if the regulator asks—written notification within 48 hours of the request, and
- the incident site to be preserved until an inspector arrives or directs otherwise (subject to some exceptions).

Failing to report a 'notifiable incident' is an offence and penalties apply.

What is a 'notifiable incident'

A 'notifiable incident' is:

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident'

arising out of the conduct of a business or undertaking at a workplace.

'Notifiable incidents' may relate to any person—whether an employee, contractor or member of the public.

Serious injury or illness

Only the most serious health or safety incidents are notifiable, and only if they are work-related. They trigger requirements to preserve the incident site pending further direction from the regulator.

Serious injury or illness must be notified if the person requires any of the types of treatment in the following table:

| Types of treatment | Example |
|--|--|
| Immediate treatment as an in-patient in a hospital | Admission into a hospital as an in-patient for any duration, even if the stay is not overnight or longer. It does not include: Out-patient treatment provided by the emergency section of a hospital (i.e. not requiring admission as an in-patient) Admission for corrective surgery which does not immediately follow the injury (e.g. to fix a fractured nose). |
| Immediate treatment for the amputation of any part of the body | Amputation of a limb such as arm or leg, body part such as hand, foot or the tip of a finger, toe, nose or ear. |
| Immediate treatment for a serious head injury | Fractured skull, loss of consciousness, blood clot or bleeding in the brain, damage to the skull to the extent that it is likely to affect organ/face function. Head injuries resulting in temporary or permanent amnesia. It does not include: A bump to the head resulting in a minor contusion or headache. |

| Types of treatment | Example |
|---|---|
| Immediate treatment for a serious eye injury | <p>Injury that results in or is likely to result in the loss of the eye or total or partial loss of vision.</p> <p>Injury that involves an object penetrating the eye (for example metal fragment, wood chip).</p> <p>Exposure of the eye to a substance which poses a risk of serious eye damage.</p> <p><u>It does not include:</u></p> <p>Eye exposure to a substance that merely causes irritation.</p> |
| Immediate treatment for a serious burn | <p>A burn requiring intensive care or critical care which could require compression garment or a skin graft.</p> <p><u>It does not include:</u></p> <p>A burn that merely requires washing the wound and applying a dressing.</p> |
| Immediate treatment for the separation of skin from an underlying tissue (such as de-gloving or scalping) | <p>Separation of skin from an underlying tissue such that tendon, bone or muscles are exposed (de-gloving or scalping).</p> <p><u>It does not include:</u></p> <p>Minor lacerations.</p> |
| Immediate treatment for a spinal injury | <p>Injury to the cervical, thoracic, lumbar or sacral vertebrae including the discs and spinal cord.</p> <p><u>It does not include:</u></p> <p>Acute back strain.</p> |
| Immediate treatment for the loss of a bodily function | <p>Loss of consciousness, loss of movement of a limb or loss of the sense of smell, taste, sight or hearing, or loss of function of an internal organ.</p> <p><u>It does not include:</u></p> <p>Mere fainting</p> <p>A sprain or strain.</p> |
| Immediate treatment for serious lacerations | <p>Deep or extensive cuts that cause muscle, tendon, nerve or blood vessel damage or permanent impairment.</p> <p>Deep puncture wounds.</p> <p>Tears of wounds to the flesh or tissues—this may include stitching to prevent loss of blood and/or other treatment to prevent loss of bodily function and/or infection.</p> |

| Types of treatment | Example |
|--|--|
| Medical treatment within 48 hours of exposure to a substance | 'Medical treatment' is treatment provided by a doctor. Exposure to a substance includes exposure to chemicals, airborne contaminants and exposure to human and/or animal blood and body substances. |

Notification is also required for the following serious illnesses:

- Any infection where the work is a significant contributing factor. This includes any infection related to carrying out work:
 - (i) with micro-organisms
 - (ii) that involves providing treatment or care to a person
 - (iii) that involves contact with human blood or body substances
 - (iv) that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- The following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products:
 - (i) Q fever
 - (ii) Anthrax
 - (iii) Leptospirosis
 - (iv) Brucellosis
 - (v) Hendra Virus
 - (vi) Avian Influenza
 - (vii) Psittacosis.

Treatment

'Immediate treatment' means the kind of urgent treatment that would be required for a serious injury or illness. It includes treatment by a registered medical practitioner, a paramedic or registered nurse.

'Medical treatment' refers to treatment by a registered medical practitioner (a doctor).

Even if immediate treatment is not readily available, for example because the incident site is rural or remote or because the relevant specialist treatment is not available, the notification must still be made.

Still unsure?

If you are still unsure about whether a particular incident should be notified then contact your regulator for advice or further guidance. Contact details are included below.

Dangerous incidents including 'near misses'

Some types of work-related dangerous incidents must be notified even if no-one is injured. The regulator must be notified of any incident in relation to a workplace that exposes any person to a serious risk resulting from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:
 - examples of electrical shock that are not notifiable
 - shock due to static electricity
 - 'extra low voltage' shock (i.e. arising from electrical equipment less than or equal to 50V AC and less than or equal to 120V DC)
 - defibrillators are used deliberately to shock a person for first aid or medical reasons

– examples of electrical shocks that are notifiable

- minor shock resulting from direct contact with exposed live electrical parts (other than 'extra low voltage') including shock from capacitive discharge
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the Work Health and Safety Regulations, for example a collapsing crane
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

A dangerous incident includes both immediate serious risks to health or safety, and also a risk from an immediate exposure to a substance which is likely to create a serious risk to health or safety in the future, for example asbestos or hazardous chemicals.

Only work-related incidents are notifiable

To be notifiable, an incident must arise out of the conduct of the business or undertaking. An incident is not notifiable just because it happens at or near a workplace.

Incidents may happen for reasons which do not have anything to do with work or the conduct of the business or undertaking, for example:

- a worker or another person suffers a heart attack while at work which is unrelated to work or the conduct of the business or undertaking
-

- an amateur athlete is injured while playing for the local soccer team and requires immediate medical treatment (this is not work)
- a person driving to work is injured in a car accident (where driving is not part of their work)
- a person with epilepsy has a seizure at work.

These kinds of incidents are **not notifiable**.

Work-related incidents that occur outside a workplace may be notifiable

Work-related incidents may affect people outside the workplace. These may still be notifiable if they involve a death, serious illness or injury or a dangerous incident.

For example:

- an object like a hand tool falls off a multi-storey building under construction hitting a person below
- scaffold collapse that causes a risk of serious injury to persons adjacent to a construction site
- an awning over a shop-front collapses, hitting a person underneath it.

Appendix A provides more information about incidents at public places or sporting events.

Who is responsible for notifying?

Any person conducting a business or undertaking (PCBU) from which the 'notifiable incident' arises must ensure the regulator is notified immediately after becoming aware it has happened.

Procedures should be put into place to ensure work health and safety incidents are promptly notified to the people responsible for responding to them, for example a manager and then notified to the regulator, if required.

Incidents involving multiple businesses or undertakings

If a 'notifiable incident' arises out of more than one business or undertaking then each must ensure that the incident has been notified to the regulator.

There is no need for all duty holders to notify—only one needs to. However, all duty holders retain their responsibility to notify, regardless of any agreement between them.

In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

For example contractors at a construction workplace may agree that the principal contractor for the workplace will notify all ‘notifiable incidents’ that occur at the workplace.

Incidents involving a ‘State-based contractor working for a Commonwealth entity’

Workplaces shared by a Commonwealth entity and one or more state-based contractors may be covered by both Commonwealth and state or territory work health and safety (WHS) laws.

For example an asbestos removal company is engaged by the Department of Defence (Defence) to carry out asbestos removal work at Randwick Army Barracks in Sydney and a dangerous incident occurs (as defined above). Because the incident has occurred at a place where work is carried out for Defence (on behalf of the Commonwealth) the

company must ensure that both Comcare and WorkCover NSW are notified of the incident. Defence and the company may co-operate so that only one notification is made to Comcare on behalf of both.

When and how to notify

You must notify the regulator immediately after becoming aware of a ‘notifiable incident’.

The notice must be given by the fastest possible means—which could be by telephone or in writing, for example by email or online (if available). See page 8 for contact details.

Regulators have adopted a common-sense approach to assessing whether an incident has been notified immediately. This means incidents must be notified as soon as the particular circumstances permit.

In general a PCBU ‘becomes aware’ of a notifiable incident once any of their supervisors or managers becomes aware of the incident. For example when a worker suffers a serious injury and reports it to their immediate supervisor, it is at this point that the PCBU is considered to be aware of the incident.

It is therefore essential to develop internal communication systems to ensure health or safety incidents are promptly brought to the relevant persons’ attention.

What information will be requested?

At first, the regulator will ask for a clear description of the incident with as much detail as possible. This will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation. The following information is usually requested:

| | |
|-----------------------------------|--|
| What happened: an overview | <ul style="list-style-type: none"> • Provide an overview of what happened. • Nominate the type of notifiable incident—was it death, serious injury or illness, or ‘dangerous incident’ (as defined above)? |
| When did it happen | Date and time. |
| Where did it happen | <p>Incident address.</p> <p>Details that describe the specific location of the notifiable incident—for example section of the warehouse or the particular piece of equipment that the incident involved—to assist instructions about site disturbance.</p> |
| What happened | Detailed description of the notifiable incident. |

| | |
|--|--|
| Who did it happen to | <ul style="list-style-type: none"> • Injured person's name, date of birth, address and contact number. • Injured person's occupation. • Relationship of the injured person to the entity notifying. |
| How and where are they being treated (if applicable) | <ul style="list-style-type: none"> • Description of serious injury or illness—i.e. nature of injury • Initial treatment of serious injury or illness. • Where the patient has been taken for treatment. |
| Who is the person conducting the business or undertaking (there may be more than one) | <ul style="list-style-type: none"> • Legal and trading name. • Business address (if different from incident address), ABN/ACN and contact details including phone number and email. |
| What has/is being done | Action taken or intended to be taken to prevent recurrence (if any). |
| Who is notifying | <ul style="list-style-type: none"> • Notifier's name, contact phone number and position at workplace. • Name, phone number and position of person to contact for further information (if different from above). |

Notify immediately, and provide the information you can, even if you do not have all of the required information.

The regulator may follow-up with a request for more information later if necessary. You must provide the required information in writing within 48 hours of the request being made.

Can work continue where the incident occurred?

An incident site must not be disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier). The person with management or control of the workplace is responsible for preserving the incident site, so far as is reasonably practicable.

Any evidence that may assist an inspector to determine the cause of the incident must be preserved—including any plant, substance, structure or thing associated with the incident.

However, preserving an incident site does not prevent any action needed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident, or
- to facilitate a police investigation.

The sooner the regulator is notified, the sooner the site can be released.

An inspector may issue a non-disturbance notice, if they consider that the incident site should remain undisturbed in order to facilitate their investigation. This notice must specify the period for which the notice is to apply—no more than seven days.

Penalties apply if an individual or body corporate fails to preserve a site.

Site preservation requirements only apply to the incident site

Requirements to preserve a site only apply to the area where the incident occurred—not the whole workplace.

If you are unsure about what you need to do, you can ask the regulator for advice or to be excused from having to preserve the site.

Amending notifications

If you receive information that changes the incident type of a notified incident, you must notify the regulator of those changes. For example, if a notified serious injury or illness later results in the person's death, the regulator must be advised immediately upon you learning that the person has died.

Record keeping requirements

Records of notifiable incidents must be kept for at least five years from the date of notification. Penalties apply for failing to do so.

It is useful to keep a record of having made the notification (e.g. confirmation from the regulator), and also any directions or authorisations given by an inspector at the time of notification.

Contact details for regulators

To notify a 'notifiable incident' contact your local regulator:

| Jurisdiction | Regulator | Telephone | Website |
|-------------------------------------|---------------------|---|--|
| New South Wales | SafeWork NSW | 13 10 50 | safework.nsw.gov.au |
| Victoria | WorkSafe Victoria | 1800 136 089 | worksafe.vic.gov.au |
| Queensland | WorkSafe Queensland | 1300 369 915 | worksafe.qld.gov.au |
| South Australia | SafeWork SA | 1800 777 209 | safework.sa.gov.au |
| Western Australia | WorkSafe WA | 1300 307 877 | commerce.wa.gov.au/worksafe |
| Australian Capital Territory | WorkSafe ACT | 02 6207 3000 | worksafe.act.gov.au/healthsafety |
| Tasmania | WorkSafe Tasmania | 1300 366 322 (Tas) 03 6233 7657 (External) | worksafe.tas.gov.au |
| Northern Territory | NT WorkSafe | 1800 019 115 | worksafe.nt.gov.au |
| Commonwealth | Comcare | 1300 366 979 | comcare.gov.au |

Appendix A

Public places and sporting events

Workplaces may also be public or partly public places, for example:

- public parks, streets
- public transport
- shopping centres
- sports facilities
- schools and colleges
- aged care facilities, hospitals and medical centres
- cafes, restaurants, hotels and other kinds of public accommodation.

Incidents involving bystanders, visitors, students, patrons or other members of the public are only notifiable if:

- there is a death
- a 'serious injury or illness' is suffered or there is a dangerous incident ('near miss' as described above), and
- the incident arises out of the conduct of a business or undertaking.

An incident may arise out of the conduct of a business or undertaking for example because of:

- the way a work activity is organised (for example inadequate safety precautions)
- the way equipment or substances are used (for example lifts, machinery)
- the condition of a workplace (for example poorly maintained or slippery floors)
- actions of someone who is not a worker at the workplace.

If a visitor at a shopping centre is taken to hospital after sustaining a serious fracture then the incident would be notifiable. If a visitor is taken to hospital because of their pre-existing medical condition (for example heart attack, epileptic seizure at a shop) this would not be notifiable as it did not result from the conduct of the business or undertaking.

Incidents during sports activities

Work health and safety duties apply in relation to professional sports people for whom sport is work and sport organised by businesses or undertakings. They do not apply to purely social or recreational activities or activities organised by wholly volunteer associations that do not employ anyone.

For more information about the way the work health and safety laws affect volunteers and organisations with volunteers refer to the online resource kit published by Safe Work Australia.

Some sports injuries may arise from 'work' (for example a professional AFL footballer) while others may not (a local amateur club footballer).

Sports injuries are **not notifiable** if arising out of the normal conduct of a sports activity for example rough and tumble of a game.

Sports injuries **are notifiable** only if arising out of the conduct of a business or undertaking for example:

- the way a work activity involving sport is arranged
- the way the sporting activity is managed or controlled
- the condition, design or maintenance of premises or equipment, or
- the way work is carried out, for example inadequate supervision.

Examples of notifiable incidents include:

- the condition of the premises or sports equipment was a factor in the incident—for example where a participant suffers an injury requiring admission as an inpatient at a hospital due to tripping over on a potholed tarmac surface, or
- there was inadequate supervision to prevent an incident—like ensuring the safe use of equipment used by students on a school excursion or failings in the organisation and management of an event.

Manifest requirements for hazardous chemicals

under the *Work Health and Safety Act 2011*



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1. Introduction

The *Work Health and Safety Act 2011* (WHS Act) regulates the storage and handling and use of hazardous chemicals. Under the WHS Act, a person conducting a business or undertaking (PCBU) which uses, handles, stores or generates hazardous chemicals must comply with specific sections in chapter 3 and chapter 7.1 of the *Work Health and Safety Regulation 2011* (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 Workplace Health and Safety Queensland (WHSQ) 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. Such workplaces are referred to as manifest quantity workplaces (MQW). These requirements also apply to major hazard facilities.

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, and a checklist to help ensure the required information is included.

2. Role of manifests

When emergency services respond to fires, toxic gas releases and chemical spills at workplaces storing, handling and using hazardous chemicals, the responders need to know the potential hazards. For effective and efficient emergency action, responders need information about the type, quantity and locations of the hazardous chemicals at the workplace.

The role of the manifest is primarily to inform emergency personnel of the types, quantities, and locations of hazardous chemicals at the workplace. The site plan, which is part of the manifest, plays an important role in providing this information. The manifest is an important information source available to emergency services to respond to and manage a hazardous chemicals incident.

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 must be made readily accessible to workers or others 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 a hazardous chemical used in a work activity including hazards, first aid actions, storage conditions and appropriate personal protective equipment for the safe management of the product.

3. Information to be included in the manifest

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

3.1 General information

The manifest must state:

- name of the PCBU (Trading Name is also recommended)
- address of the workplace
- date when the manifest was first prepared or last amended
- business hours and after hours contact telephone numbers for at least two people who may be contacted.

Additionally, it must give the following information about the hazardous chemicals stored at the workplace.

3.2 Hazardous chemicals stored in bulk (e.g. 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.

3.3 Hazardous chemicals stored in tanks other than in intermediate bulk containers (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 ADG Code¹, 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 61-93°C (e.g. diesel)

- product name
- the words 'Combustible Liquid'.

3.4 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 Flammable Liquid Category 4, also known as combustible liquid C1 - flashpoint 61 to 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 specified hazardous chemicals² (generally equivalent to Class 2 Division 2.3 toxic gas or packing group I classifications under the ADG Code), include:

- proper shipping name as stated in Table 3.2.3 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
- the words 'Goods too dangerous to be transported'.

For all other 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.

¹ The Australian Dangerous Goods Code (ADG Code) is available at www.ntc.gov.au. The ADG Code or product safety data sheet will provide the product's dangerous goods classification details including the class, division and packing group and identification details including the proper shipping name and UN number.

² Specified hazardous chemicals are defined in Schedule 12 of the WHS Regulation to include the following GHS categories: flammable liquid category 1; self-reactive substances type B; substances which in contact with water emit flammable gas category 1; pyrophoric liquids category 1; pyrophoric solids category 1; organic peroxides type B; acute toxicity category 1; oxidising solids category 1; oxidising liquids category 1; skin corrosion category 1A; gases under pressure with acute toxicity categories 1, 2 or 3 or skin corrosion categories 1A, 1B or 1C.

3.5 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.

3.6 Hazardous chemicals in transit³

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
- 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 identification of hazardous chemicals.

3.7 Site plans

The purpose of the plan of the workplace 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 plan of the workplace:

- 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 scaled site plan must also include the location of:

- the main entrance and other entry and exit points to the workplace
- essential site services including fire services (e.g. hydrant and booster pump locations)
- isolation points for fuel and power
- all drains on the site (a detailed drainage plan will assist QFES isolate and manage an incident)
- the manifest (e.g. manifest box)
- adjoining occupancies and land use (e.g. residential/commercial, vacant land).

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.

Tip

A practical way to show the location attributes, neighbouring facilities and surrounding area is to include a satellite image and annotate as required, in addition to the detailed site plan. This can be particularly helpful for remote locations, rural areas, or sites with many buildings when located within an industrial park or complex. Such images can be obtained via mapping software such as Google Maps, Google Earth, Queensland Globe and Near Maps.

³ In transit, means hazardous chemicals supplied to or stored at a workplace in containers that are not opened and not used at the workplace and kept at the workplace for not more than 5 consecutive days. Refer to Schedule 15 definition.

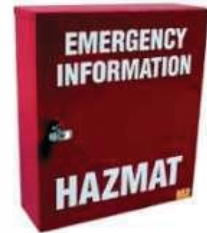
4. Location of manifest

The manifest must be kept in a place that is in agreement with the Queensland Fire and Emergency Service (QFES). QFES recommend that the manifest be kept in a red waterproof container kept as close as possible to the main entrance.

4.1 HAZMAT box

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

Under section 347 (3) of the WHS Regulation, the manifest is required to be kept in a place determined in agreement with QFES, available for inspection, and readily accessible to the QFES.



QFES recommend that 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 QFES 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 is 400 mm x 300 mm x 90 mm deep. The box should be signal red in colour preferably with 100 mm white letters stating 'HAZMAT'. It should be mounted securely, for example, on a steel post and concreted in position. For security, a 003 series lock should be installed on the box to enable the emergency services to open the lock as desired. While it is not mandatory to include the word HAZMAT, it is recommended as a useful label.

Tip

Making a manifest readily accessible means that it must be available 24 hours a day 7 days a week. A manifest must not be isolated or remote from the workplace such as at a centre management office for a multi-tenanted site or in secure site office which may be closed after hours. The manifest location must also be marked on the site plan.

Further information is available from the [QFES](#) .

4.2 Manifest box contents

The contents of the manifest box should be limited to the manifest document. 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 (preferably printed in A3 format).

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 of interest. A separate map to display a drainage plan may be useful.

In an emergency situation, first responders need clear, concise information in a manifest to inform their emergency response. Providing non-essential information or details may appear helpful but can create confusion and delay. The manifest box information should enable the emergency services to quickly locate hazardous chemical storage areas and make contact with a site representative knowledgeable about the site.

Safety data sheets (SDS)

Many manifest quantity workplaces 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, it may be appropriate to include the SDS in the manifest box but it is not required by the Regulation.

5. Notification

All workplaces that exceed the manifest quantity listed in column 5 of Schedule 11 of the WHS Regulation are required to notify WHSQ of their existence under section 348. Notification requirements for hazardous chemicals including relevant forms are available at www.worksafe.qld.gov.au.

The manifest and site plan that complies with Schedule 12 is required to be submitted with the notification for a MQW (Refer to Form 73- Notification of a manifest quantity workplace). This guide will assist the PCBU to ensure the manifest is compliant with Schedule 12.

Significant change triggers re-notification

Re-notification is required if a significant change in the risk of using, handling or storing Schedule 11 hazardous chemicals occurs. A significant change is likely to influence the details on the manifest and the way emergency services respond to an incident. A significant change could include:

- Introducing or removing a storage area that exceeds a placard quantity.
- A substantial permanent change (e.g. ± 20 per cent) in the quantity of a placarded storage area, based on the largest quantity likely to be kept.
- Introducing new types of hazard classes and/or categories.
- Installing a new storage and handling system. For example, a bulk fuel tank, or a modified freight container for storing flammable liquids, or expanding the capacity of an existing ammonia based refrigeration system.
- Removing a storage and handling system. For example, decommissioning an underground fuel tank, or removing a chlorine-gas dosing system or LPG tank.
- No longer using, handling or storing hazardous chemicals.

6. Emergency plans

All workplaces that exceed the manifest quantity listed in column 5 of Schedule 11 of the WHS Regulation (i.e. all MQWs) are required to submit a copy of their emergency plan to QFES for review under section 361. Any recommendations about the content or effectiveness of the emergency plan will need to be incorporated into a revised plan. Further information on emergency planning is available from [WHSQ](#) and [QFES](#).

QFES requires emergency plans for manifest quantity workplaces to be emailed to a central contact at QFES.EMPlanning@psba.qld.gov.au rather than lodging it at the local fire station.

7. Further information and assistance

Consultants and industry associations

To assist industry, WHSQ provides a contact list of consultants specialising in hazardous chemical safety management that PCBUs may wish to consider if they need external assistance. Refer to 'industry consultants for hazardous chemicals' at www.worksafe.qld.gov.au.

The Australasian Institute of Dangerous Goods Consultants also provides a contact list at www.aidgc.org.au.

Manufacturers, suppliers and local distributors of hazardous chemicals may be able to provide technical assistance in regards to their products, including the provision of safety data sheets for product hazard classification and identification information for manifests.

Workplace Health and Safety Queensland

For further information on the *Work Health and Safety Act 2011* and Work Health and Safety Regulation 2011, visit www.worksafe.qld.gov.au or call 1300 362 128.

Any enquiries relating to this guide may be directed to the Hazardous Chemicals Team at hicb@oir.qld.gov.au.

Appendix 1 — Example manifest for hazardous chemicals

This example is provided to assist a PCBU to develop a manifest that meets the requirements of Schedule 12 of the Work Health and Safety Regulation 2011. The format/layout used here is not mandatory but shows the information to be included. The amount of information will depend on the size and complexity of the workplace. The manifest is to be a readily available document presenting the up-to-date hazardous chemical information clearly and accurately to emergency services for use in an emergency situation.

| | |
|---|---|
| Person conducting the business or undertaking (PCBU) | XYZ CHEMICALS PTY LTD |
| Trading name: | XYZ CHEMICALS |
| Address of premises: | 123 Cambridge Street, Eagle Farm, QLD 4009. |
| Date of preparation: | 21 April 2018 |

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 (e.g. stockpiles)

| Storage area | Dangerous goods | | | Largest quantity |
|--------------|-----------------|------------|----|------------------|
| | Class | Sub risk/s | PG | |
| n/a | | | | Nil |

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

| Tank id No. | Dangerous goods | | | | | Tank | | |
|-------------|-----------------|--------|--------------------|----------|-----|------|----------|----------|
| | Name | UN no. | Class/Type | 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 and 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 |

| Area | Hazardous chemicals | | | Largest quantity |
|------|---------------------|------------|-----|------------------|
| | Class | Sub risk/s | PG | |
| PS3 | 3 | n/a | II | 4 000 L |
| PS3 | 3 | n/a | III | 8 000 L |
| PS3 | Combustible Liquid | n/a | n/a | 2 000 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 | PG | Sub risk/s | | |
| 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 | Class | PG | Sub risk/s | Largest quantity |
|------|-------|----|------------|------------------|
| n/a | | | | Nil |

A person conducting a business or undertaking to add in document control and authority information (e.g. signed off by an officer).

Approved by: Position:

Date:

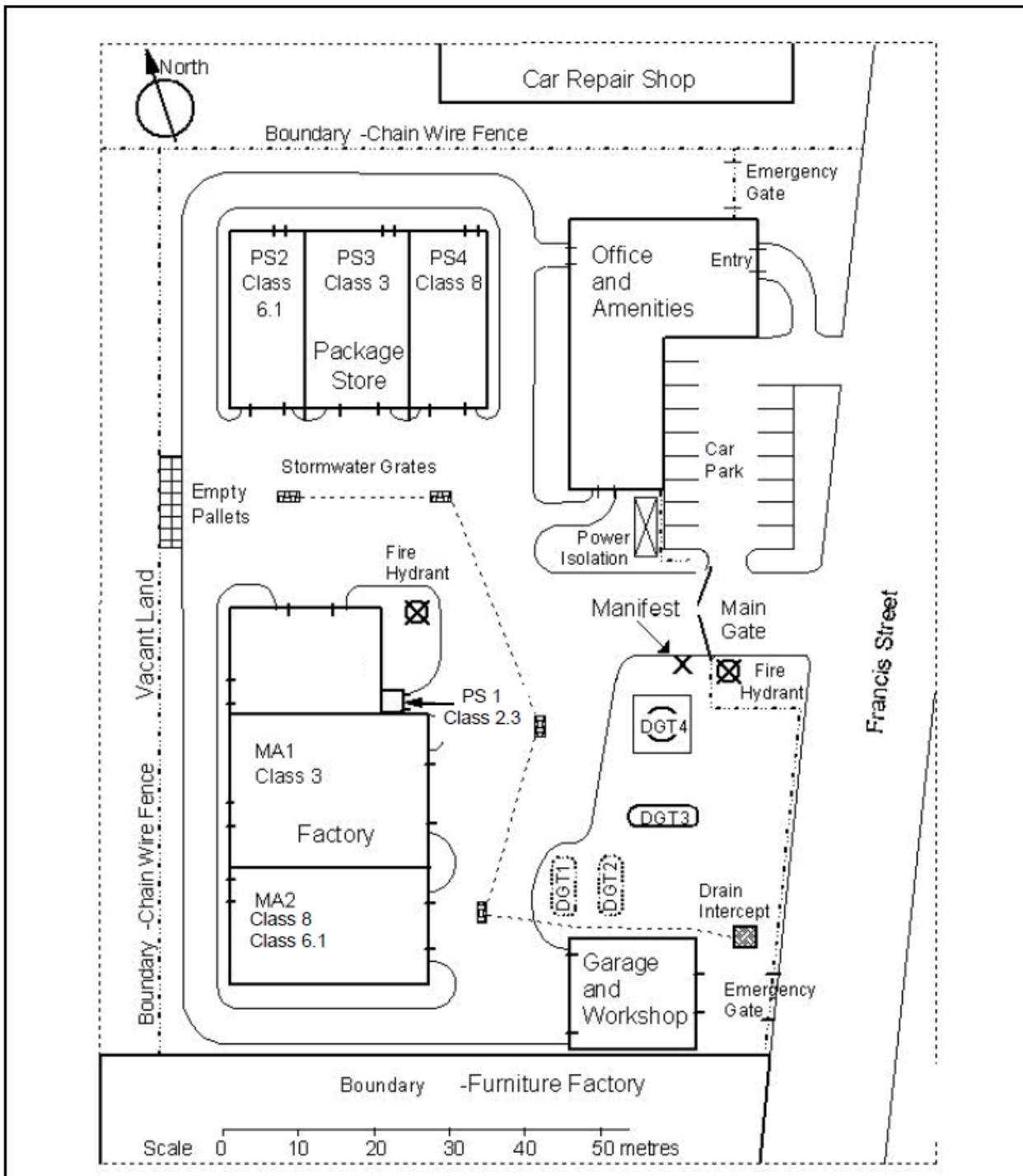
Disclosure log

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 is a self-assessment checklist designed to help ensure that the manifest required under section 347 of the Work Health and Safety Regulation 2011 (WHS Regulation) complies with the requirements of Schedule 12, WHS 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)
- Address of the workplace
- Date when the manifest prepared / amended
- Business and after hours contact telephone numbers for at least two people specific to the workplace

Hazardous chemicals stored in bulk storage (not in containers e.g. stockpiles)

- Storage area identification number or code
- Name of chemical stored in a bulk storage area (e.g. ADG Code description)
- Quantity of chemical stored in a bulk storage area

Hazardous chemicals stored in bulk containers (e.g. tanks other than in IBCs)

For each bulk container, include:

- Identification number or code
- Container type (u/g or underground, a/g or aboveground, vertical or horizontal)
- Container capacity in litres
- For vertical tanks storing fire risk hazardous chemicals, include the tank diameter

For identification of the hazardous chemical contents of each, include:

- Proper shipping name, UN number, class, division (packing group (PG) also recommended)
- For combustible liquids having a flash point $\leq 93^{\circ}\text{C}$ (e.g. diesel)
- the product name and words 'Combustible Liquid'
- 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'

Storage areas for hazardous chemicals in packages or IBCs

Applies when the storage area is required to have a placard

For each placarded storage area

- Identification number or code
- Largest quantity of each class likely to be stored in the storage area

For identification of the hazardous chemicals

- Dangerous goods class, division (packing group also recommended)
- For combustible liquids (flash point $\leq 93^{\circ}\text{C}$)
- the words 'Combustible Liquid' and largest quantity
- For class 2.3, packing group I of any class
- Proper shipping name, class/division and largest quantity

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

For each area in which hazardous chemicals are manufactured

Identification number or code

Average and the largest quantity in manufacture

Description of hazardous chemicals being manufactured (e.g. the chemical name, other recognised descriptor such as dangerous class, division and packing group, or combustible liquid or GTDTBT/Appendix A name).

Hazardous chemicals in transit

Identification number or code

The requirements for hazardous chemicals in packages or IBCs described above apply. 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.

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)

Location and ID No./code/description of bulk containers (e.g. tanks and vessels)

Location and ID No./code/description of package and IBC storage areas

Location and ID No./code/description of manufacturing areas

Location and ID No./code/description of in transit areas

Legend for identification numbers or codes used in the plan

The main entrance and other entry and exit points to the workplace

Essential site services including fire services (e.g. hydrants, booster pumps) or gas supply

Location of isolation points for fuel and power

Location of all drains

Location of the manifest

Description of the nature of the occupancy of adjoining sites or premises

Identification of true north

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
- location of emergency resources and equipment
- inclusion of a satellite image showing the workplace and surrounding areas

Note: ADG Code information is available from the products safety data sheet (SDS) under Section 14-Transport Information. The ADG Code is available at www.ntc.gov.au .