



Guidance material

Notifications for Schedule 11
hazardous chemicals
and abandoned tanks

Disclaimer

This publication may contain work health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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Contents

Introduction	2
Key changes under the Work Health and Safety Regulation 2011	3
Hazardous chemical notification requirements	3
What must I provide with my notification?	4
Other important information in relation to management of chemicals in your workplace	6
Definitions	8
Appendix A – Hazardous chemicals – placard and manifest quantities information	11
Appendix B – Descriptors of bulk chemical storage types	16
Appendix C – Example of a manifest	17
Appendix D – Example manifest site plan	19

Introduction

The *Work Health and Safety Regulation 2011* (WHS Regulation) provides for the notification of Schedule 11 hazardous chemicals and notification of the abandonment of an underground, partially underground or fully mounded storage tank that has been used to store flammable liquids or flammable gas.

A person conducting a business or undertaking (PCBU) at a workplace is required to ensure, so far as is reasonably practicable, the health and safety of workers and other persons. A PCBU may be an individual, body corporate, a government agency, a partnership or an unincorporated association.

Notification of Schedule 11 hazardous chemicals and abandoned tanks is required for:

- WorkCover to ensure appropriate resources, compliance and enforcement programs are applied to areas of high risk to health and safety.
- Information is also crucial to the provision of an effective emergency response by Fire and Rescue NSW (FRNSW).

Key changes under the *Work Health and Safety Regulation 2011*

The WHS legislation uses the Globally Harmonised System (GHS) for the classification and labelling of hazardous chemicals (refer to the Safe Work Australia website safeworkaustralia.gov.au for further information on GHS). As a result, the GHS categories are used in the table in Schedule 11 of the WHS Regulation to determine manifest and placard quantities instead of the [Australian Dangerous Goods \(ADG\) Code classifications](#). Only those hazardous chemicals classified under the GHS categories listed in Schedule 11 need to be notified to WorkCover.

Note, whilst the hazardous chemicals have been shown in Schedule 11 under the GHS categories the notification form requires they are notified under the equivalent ADG Code classification. The Hazardous chemicals placard and manifest quantities information (Appendix A) shows the GHS categories and the equivalent ADG Code classifications.

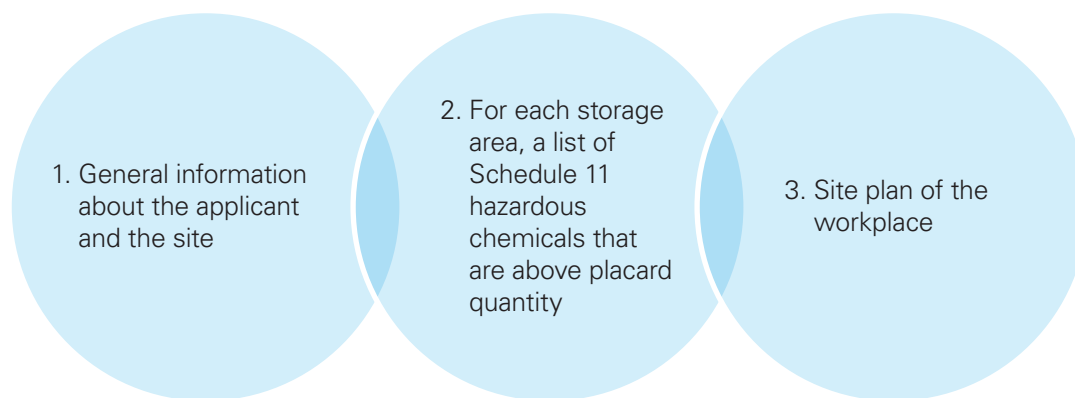
Hazardous chemical notification requirements

There are notification requirements for hazardous chemicals that are used, handled or stored, in quantities greater than the manifest level, as detailed in Schedule 11 of the WHS Regulation (see appendix A). The schedule provides a detailed list of manifest and placard quantities for hazardous chemicals or groups of hazardous chemicals. More information about when and how you need to notify is provided in the table.

Type of notification	Scenario	You must provide:
New	When a Schedule 11 hazardous chemical (or group of chemicals) which exceeds the manifest quantity, is first used, handled or stored in a workplace, and you have not previously made a hazardous chemicals notification for this workplace. See appendix A.	<ul style="list-style-type: none"> Completed <i>Notification of schedule 11 hazardous chemicals</i> (catalogue no. WC03826) with the 'new notification' option selected. A list for each storage area of the above placard quantities of all Schedule 11 chemicals (see pages 4 and 17). Site plan of the workplace (see pages 5 and 19).
Amendment – due to a significant change	When you previously made a hazardous chemicals notification for this workplace, but there has been a significant change. A significant change includes a change to the quantity, location or manner of storage of chemicals. This only applies when the change affects a quantity greater than the placard quantity for that chemical or group of chemicals. (Note: if the change affects a quantity less than the placard quantity, then notification is not required.)	<ul style="list-style-type: none"> A completed <i>Notification of schedule 11 hazardous chemicals</i> (catalogue no. WC03826) with the 'amendment – significant change option selected'. A list for each storage area of the bulk above placard quantities of all Schedule 11 chemicals (see pages 4 and 17). A revised site plan (see pages 5 and 19).
Amendment – closure of record	When you have stopped using, handling or storing Schedule 11 hazardous chemical(s) that are above the manifest quantities.	<ul style="list-style-type: none"> A completed <i>Notification of schedule 11 hazardous chemicals</i> (catalogue no. WC03826) with the 'amendment – closure of record' option selected. If you still have notifiable quantities of hazardous chemicals on site, you should complete the 'amendment – significant change' option instead.
Amendment – abandonment of tank	Where there is an abandoned tank that is underground, partially underground or fully mounded and the tank was used to store flammable gases or liquids, but no longer does.	<ul style="list-style-type: none"> A completed <i>Notification of schedule 11 hazardous chemicals</i> (catalogue no. WC03826) with the 'amendment – abandonment of tank option' selected. If other hazardous chemicals that exceed manifest quantities remain on site, a revised site plan must be submitted (see pages 5 and 19).
Change of contact details	When any of your contact details have changed, including contact number, address, and emergency contact.	A completed <i>Notification of schedule 11 hazardous chemicals</i> (catalogue no. WC03826) with the 'amendment – change of contact details' option selected.

Type of notification	Scenario	You must provide:
New owner	When there is a change of ownership of the site	A completed <i>Notification of schedule 11 hazardous chemicals</i> (catalogue no. WC03826) with the 'amendment – new owner' option selected.
Replacement	When your notification acknowledgement is lost, stolen, destroyed, not received or there was a printing error.	A completed <i>Notification of schedule 11 hazardous chemicals</i> (catalogue no. WC03826) with the 'replacement' option selected.

What must I provide with my notification?



1. General Information

General information is collected as part of the notification form. This information includes:

- the name of the person conducting the business or undertaking
- the address of the workplace
- the date the manifest was prepared or last amended, if it has not been amended
- business hours and after hours telephone numbers for at least two persons who may be contacted if there is a notifiable incident at the workplace
- Previous occupiers details if known.

This information assists us in maintaining contact with the person conducting the business or undertaking, as well as supporting FRNSW in the response to any emergency situations.

2. List of above placard quantities of all Schedule 11 chemicals for each storage area on site

For each storage area (depot) a list of all Schedule 11 hazardous chemicals that are above placard quantities including those in packages, bulk storage, process vessels, pipelines and equipment, must be included. A list of these chemicals must be provided as part of the notification form. This information must include:

- identification number or code for the storage area (depot), and/or container (this should be cross referenced in the plan).
- type of storage – eg above ground tank
- identification number or code of the container
- UN number

- proper shipping name
- class, division and if applicable packing group
- typical quantity
- maximum capacity of storage
- for a fixed vertical tank used to store fire risk hazardous chemicals (as defined under the WHS Regulation) – the diameter of the tank.

Refer to Appendix B for a description list of bulk chemical storage types.

Refer to Appendix C for an example of a listing of Schedule 11 chemicals.

Please note, above information can be found in the Safety Data Sheet for each chemical.

Note:

- for a flammable liquid category 4(i) the product identifier, and (ii) the words 'combustible liquid'. Note: WorkCover will accept Diesel as the proper shipping name if it is diesel (C1 combustible liquid) eg such as home heating oil.
- for an unstable explosive, organic peroxide type A or self-reactive substance type A: the name of the hazardous chemical stated in the ADG Code, Appendix A, and the words 'goods too dangerous to be transported'.
- Non work places that exceed the manifest quantities for Schedule 11 hazardous chemicals are required to notify if they meet the conditions of Table to clause 328 of the WHS Regulation.

3. Site Plan of the workplace

The purpose of the site 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 must adequately illustrate the details required by the WHS Regulation. An example of a site plan is provided at Attachment D.

The site plan submitted as an attachment to your notification to Workcover must be A4 in size, and you may submit a number of these pages as required. However, to assist FRNSW there should be two A3 laminated copies of the plan available in the manifest box on site.

The plan must be to scale, and must show:

- location and ID No./code/description of bulk storage areas not in containers (eg 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 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 FRNSW 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, and
- location of emergency resources and equipment.

4. Dangerous goods in transit

Dangerous goods are deemed to be 'in transit' when they are at a workplace that are not opened or used, and are kept there for five consecutive days or less. When 'in transit', you must attach a copy of the transport documents to your on-site manifest whilst the goods are on-site. Note: any 'in-transit' documentation attached to your manifest, does not need to be included with your notification to WorkCover.

If you have any further enquiries about your notification requirements, please contact WorkCover on **13 10 50** or email operations@workcover.nsw.gov.au.

Other important information in relation to management of chemicals in your workplace

Manifest

The manifest contains essential information for emergency services of the types, quantities, and locations of hazardous chemicals at a workplace.

In NSW, WorkCover collects your manifest information as part of your notification. In addition to this information you provide to WorkCover, your manifest must be available to Fire and Rescue NSW at the workplace, in case of an emergency.

Location of manifests and site plans

The manifest and site plan must be kept in a place determined in agreement with Fire and Rescue NSW (FRNSW), it should be available for inspection and readily accessible to FRNSW. Generally the agreed location is at the main entrance to the site. You may wish to include a copy of your notification as part of your preparation for your site manifest.

Manifest box contents

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 about the site

The contents of the manifest box should include:

- a removable inclusion of the site manifest (including site plan), the site information and contacts
- the emergency plan.

Abandoned Tanks

WorkCover requires notification when an underground, partially underground or fully mounded tank that has previously contained a flammable liquid or a flammable gas has been abandoned.

When the tank and the associated pipework has been removed or no longer contains hazardous chemicals, placards and signs should be removed and the manifest and its associated documentation such as the site plan must be updated.

Any work on existing or abandoned underground tanks or associated pipework is potentially dangerous where residual levels of the flammable gases or liquids and vapours are present. Introducing an ignition source may cause an explosion or other dangerous occurrence unless suitable procedures are adopted. Tar-like deposits and sludge may have accumulated in the tank and pipe work. Flushing with water may not remove them and vapour testing may not detect this. Exposure of these deposits to air and sunlight under normal temperatures, or work involving heat (eg use of grinders or oxy-acetylene cutting), may release vapours creating a potential explosion hazard.

If you no longer intend to use the tank, a competent person should be engaged to:

- remove the tank and associated pipework
- If it is not reasonably practicable to remove the tank, you must ensure that the tank is without risks to health and safety. This can be achieved by filling the tank with an inert solid material.

Examples of when it may be not be reasonably practicable to remove a tank include those where the removal would damage:

- the supporting structure of an existing building
- an in service tank
- sub surface pipework or electrical conduits.

Further information:

Refer to Australian Standard AS 1940-2004: *The storage and handling of flammable and combustible liquids*

Refer to Australian Standard AS 1596-2014: *The storage and handling of LP Gas*

WorkCover safety alert *Removing underground tanks* (catalogue no. WC01188).

Definitions

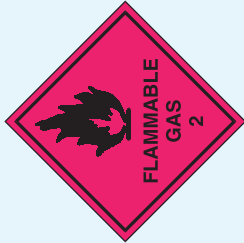
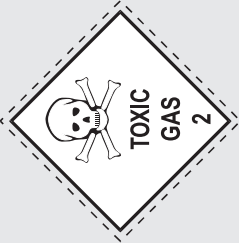


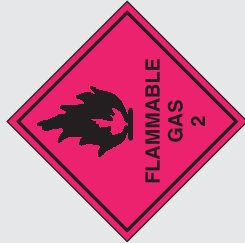


Abandoned Tank	<p>The tank is taken to be abandoned if:</p> <ul style="list-style-type: none"> the tank has not been used to store flammable gases or flammable liquids for two years, or the person does not intend to use the tank to store flammable gases or flammable liquids again. 										
ADG Code	The Australian Dangerous Goods (ADG) Code for the transport of dangerous goods by road or rail. The ADG Code is approved by the National Transport Council ntc.gov.au .										
Bulk storage	<p>Any quantity of a hazardous chemical that is:</p> <ul style="list-style-type: none"> in a container with a capacity exceeding 500 litres or net mass of more than 500 kilograms, or if the hazardous chemical is a solid, an undivided quantity exceeding 500 kilograms. 										
Class or division	The class or division assigned to dangerous goods under the ADG Code.										
Dangerous Goods	Dangerous goods are substances or articles that, because of their physical, chemical (physiochemical) or acute toxicity properties, present an immediate hazard to people, property or the environment. These are listed in the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code) specified in Table 3.2). There are nine classes of dangerous goods, based on their hazardous properties, some of which are further divided into divisions.										
Goods too dangerous to be transported (GTDTBT)	Goods listed in Appendix A of the ADG Code.										
Fire Risk Hazardous Chemical	<p>Is a hazardous chemical that can be any of the following:</p> <ul style="list-style-type: none"> a flammable gas a flammable liquid (hazard category 1 to 3) a flammable solid a substance liable to spontaneous combustion a substance, which in contact with water, emits flammable gases an oxidising substance an organic peroxide burns readily or supports combustion. 										
Flammable gas	<p>Within the meaning of the GHS is a gas with a flammable range with air at 20°C and a standard pressure of 101.3 kPa. Note only flammable gas category 1 appears in Schedule 11 of the WHS Regulation.</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Criteria</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Flash point < 23°C and initial boiling point ≤ 3°C</td> </tr> <tr> <td>2</td> <td>Flash point < 23°C and initial boiling point > 35°C</td> </tr> <tr> <td>3</td> <td>Flash point ≥ 23°C and ≤ 60°C</td> </tr> <tr> <td>4</td> <td>Flash point > 60°C and ≤ 93° C</td> </tr> </tbody> </table>	Category	Criteria	1	Flash point < 23°C and initial boiling point ≤ 3°C	2	Flash point < 23°C and initial boiling point > 35°C	3	Flash point ≥ 23°C and ≤ 60°C	4	Flash point > 60°C and ≤ 93° C
Category	Criteria										
1	Flash point < 23°C and initial boiling point ≤ 3°C										
2	Flash point < 23°C and initial boiling point > 35°C										
3	Flash point ≥ 23°C and ≤ 60°C										
4	Flash point > 60°C and ≤ 93° C										


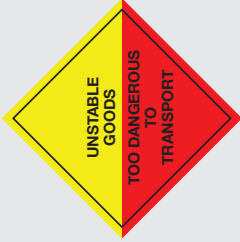

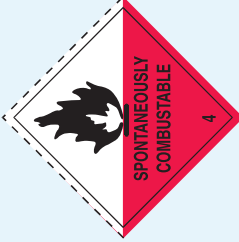
Flammable liquid	Within the meaning of GHS is a liquid with a flash point of no more than 93°C. Note that flammable liquids are categorised 1–4 as per the table below and all appear in Schedule 11 of the WHS Regulation.
Combustible Liquid C1 (eg Diesel)	Within the context of GHS is a flammable liquid category 4 of Schedule 11 of the WHS Regulation.
GHS	Is the <i>Globally harmonized system of classification and labelling of chemicals, third revised edition</i> .
Hazardous chemicals	<p>A substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6) as defined in the WHS Regulation. Note the following hazard classes are excluded where this is the only hazard class applied and are not considered hazardous chemicals for the purpose of the WHS legislation.</p> <ul style="list-style-type: none"> • Acute toxicity – oral – category 5 • Acute toxicity – dermal – category 5 • Acute toxicity – inhalation – category 5 • Skin corrosion/irritation – category 3 • Serious eye damage/irritation – category 3 • Aspiration hazard – category 2 • Flammable gas – category 2 • Acute hazard to aquatic environment – category 1,2 and 3 • Chronic hazard to aquatic environment – category 1,2,3 and 4 • Hazardous to the ozone layer
Hazard class	The nature of a physical, health or environmental hazard class under the GHS.
In transit (hazardous chemicals)	<p>A load of hazardous chemicals for transport that:</p> <ol style="list-style-type: none"> a. is supplied to, or stored at, a workplace in containers that are not opened at the workplace b. is not used at the workplace, and c. is kept at the workplace for not more than five consecutive days
Manifest	A document containing or compiling key information about the storage and handling of Schedule 11 hazardous chemicals at a workplace including the location, storage type and quantity. The manifest must include the information required by Schedule 12 of the WHS Regulation.
Manifest quantities	The manifest quantity is the quantity specified in Schedule 11, column 5 of the WHS Regulation.
Packaged hazardous chemical	<p>Is a Schedule 11 hazardous chemical in a container with:</p> <ul style="list-style-type: none"> • a capacity not exceeding 500 L, or • a net mass not exceeding 500 kg. <p>This means the complete product, consisting of the goods and their packaging for transport.</p>
PCBU	A person conducting a business or undertaking.

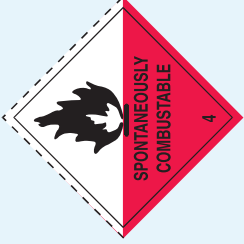


Quantity	<ul style="list-style-type: none"> • for solids in a package, the quantity is the net mass (in kilograms) in the package • for solids in a tank, the quantity is the mass (in kilograms) the tank is designed to hold • for solids not in a tank or package (eg heap or pile), the quantity is the undivided 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 designed capacity (in litres) of the tank • for class 2 dangerous goods (gases) in packages or tanks, or pipework the quantity is the total capacity (water capacity in litres).
Schedule 11	List of manifest and placard for quantities for hazardous chemicals or groups of hazardous chemicals under the WHS Regulation.
UN number	Is a four digit number assigned under the ADG Code as a unique identifier for the hazardous chemical.

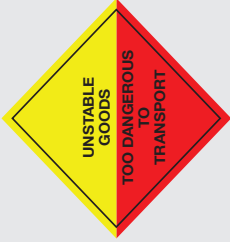

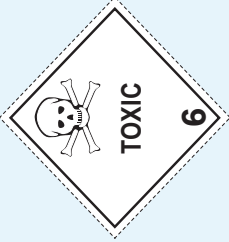
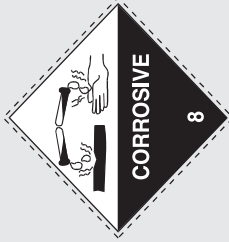
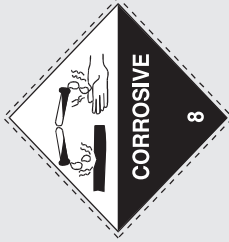
Appendix A – Hazardous chemicals – placard and manifest quantities information

(Refer to the NSW Workplace Health and Safety Regulation 2011, Schedule 11)

Item	Description of hazardous chemical		Equivalent dangerous goods class/ division/packing group (Note 1)	Placard quantity	Placard to display (Note 2)	Manifest quantity
	GHS hazard class	GHS hazard type/category				
1	Flammable gases	Category 1	2.1 (except aerosols)	200L		5000L
2	Gases under pressure	with acute toxicity, categories 1, 2, 3 or 4 Note – Category 4 only up to LC50 of 5000 ppmV	2.3	50L		500L
3		with skin corrosion categories 1A, 1B or 1C	2.3/8	50L	 	500L
4		Aerosols	2.1 or 2.2	5000L		10,000L
5		Not specified elsewhere in this table	2.2 (except aerosols) or 2.2/5.1 (oxidizing gas)	1000L	If any 2.1 present, else 2.2 (green class label) shown below  Or 	10,000L

Item	Description of hazardous chemical		Equivalent dangerous goods class/ division/packing group (Note 1)	Placard quantity	Placard to display (Note 2)	Manifest quantity	
	GHS hazard class	GHS hazard type/category					
6	Flammable liquids	Category 1	3 PG I	50L		500L	
7		Category 2	3 PG II	250L		2500L	
8		Category 3	3 PG III	1000L		10,000L	
9		Any mix of chemicals from items 6 – 8 where none of the items exceeds the quantity for placards or manifests on their own	3	1000L		10,000L	
10		Category 4	Combustible Liquids (flash point < 93°C)	10,000 L (Note 3)	COMBUSTIBLE LIQUID	100,000 L (Note 3)	
11	Self-reactive substances	Type A	Goods Too Dangerous To Be Transported (GTD/TBT)	5kg or 5L		50 kg or L	
12		Type B	4.1	50kg or L			500kg or L
13		Type C – F	4.1	250kg or L			2500kg or L
14		Category 1	4.1 PG II	250kg			2500kg
15	Category 2	4.1 PG III	1000kg	10,000kg			
16		Any mix of chemicals from items 12 – 15 where none of the items exceeds the quantity for placards or manifests on their own	4.1	1000kg or L		10,000kg or L	
17	Pyrophoric liquids and pyrophoric solids	Category 1	4.2 PG I	50kg or L		500kg or L	
18		Category 1	4.2 PG II	250kg or L		2500kg or L	
19	Self heating substances and mixtures	Category 2	4.2 PG III	1000kg or L		10,000kg or L	

Item	Description of hazardous chemical		Equivalent dangerous goods class/ division/packing group (Note 1)	Placard quantity	Placard to display (Note 2)	Manifest quantity
	GHS hazard class	GHS hazard type/category				
20		Any mix of chemicals from items 17 – 19 where none of the items exceeds the quantity for placards or manifests on their own	4.2	1000kg or L		10,000kg or L
21	Substances which in contact with water emit flammable gas	Category 1	4.3 PG I	50kg or L		500kg or L
22		Category 2	4.3 PG II	250kg or L		2500kg or L
23		Category 3	4.3 PG III	1000kg or L		10,000kg or L
24		Any mix of chemicals from items 21 – 23 where none of the items exceeds the quantity for placards or manifests on their own	4.3	1000kg or L		10,000kg or L
25	Oxidising liquids and Oxidising solids	Category 1	5.1 PG I	50kg or L		500kg or L
26		Category 2	5.1 PG II	250 kg or L		2500kg or L
27		Category 3	5.1 PG III	1000 kg or L		10,000kg or L
28		Any mix of chemicals from items 25 – 27 where none of the items exceeds the quantity for placards or manifests on their own	5.1	1000kg or L		10,000kg or L

Item	Description of hazardous chemical		Equivalent dangerous goods class/ division/packing group (Note 1)	Placard quantity	Placard to display (Note 2)	Manifest quantity
	GHS hazard class	GHS hazard type/category				
29	Organic peroxides	Type A	GDTBT	5kg or L		50kg or L
30		Type B	5.2	50kg or L		500kg or L
31		Type C – F	5.2	250kg or L		2500kg or L
32		Any mix of chemicals from items 30–31 where none of the items exceeds the quantity for placards or manifests on their own	5.2	250kg or L		2500kg or L
33	Acute Toxicity	Category 1	6.1 PG I	50kg or L		500kg or L
34		Category 2	6.1 PG II	250kg or L		2500kg or L
35		Category 3	6.1 PG III	1000kg or L		10,000kg or L
36		Any mix of chemicals from items 33–35 where none of the items exceeds the quantity for placards or manifests on their own	6.1	1000kg or L		10,000kg or L
37	Skin corrosion	Category 1A	8 PG I	50kg or L		500kg or L
38		Category 1B	8 PG II	250 kg or L		2,500kg or L
39		Category 1C	8 PG III	1000kg or L		10,000kg or L
40	Corrosive to metals	Category 1	8 PG III	1000kg or L		10,000kg or L
41		Any mix of chemicals from items 37–40 where none of the items exceeds the quantity for placards or manifests on their own	8	1000kg or L		10,000kg or L

Item	Description of hazardous chemical		Equivalent dangerous goods class/ division/packing group (Note 1)	Placard quantity	Placard to display (Note 2)	Manifest quantity
	GHS hazard class	GHS hazard type/category				
42	Unstable explosives		GTD/DTBT	5kg or 5L		50kg or L
43		Any mix of chemicals from items 11, 29 and 42 where none of the items exceeds the quantity for placards or manifests on their own	GTD/DTBT	5kg or 5L		50kg or L

Note 1. This information is provided as a guide only. Confirm this information when the manufacturer's or supplier's SDS indicates the GHS hazard class and category for the particular hazardous chemical or mixture based on the material properties.

Note 2. The placard pictured in 'Placard to display' column is the placard which should be displayed on the entrance to the packaged goods storage area as required by Regulation 350 and Schedules 11 and 13 of the Work Health and Safety Regulations. The combustible liquid placard for Flammable Liquids Category 4 is for these goods in isolation from other flammable liquids (Categories 1–3). For outer warning placard and placards to be displayed on bulk containers refer to Schedule 13 of the WHS Regulation.

Note 3. For the purposes of this table, if a flammable liquid category 4 is used, handled or stored in the same spill compound as 1 or more flammable liquids of categories 1, 2 or 3, the total quantity of flammable liquids categories 1, 2 or 3 must be determined as if the flammable liquid category 4 had the same classification as the flammable liquid in the spill compound with the lowest flash point – eg For placarding and manifest purposes, a spill compound containing 1000L of flammable liquid category 1 and 1000L of flammable liquid category 4 is considered to contain 2000L of flammable liquid category 1

Appendix B – Descriptors of bulk chemical storage types

Storage Type	Description/comments
Storage area	
Warehouse	A structure where goods are stored
Refrigeration plant	A plant that uses gas or liquid to remove heat
Room inside a building	A room designed for storing hazardous chemicals
Shipping container	A shipping container including an ISO (International Standards Organisation) container that has been designed or modified to store hazardous chemicals
Underground cavern	A sealed and deep underground void for storage of hazardous chemicals including liquefied gases
Refrigerated shipping container	Shipping containers with a refrigeration device to store hazardous chemicals at low temperatures
Area-empty uncleaned tanks	A storage area for tanks that have not been tested and declared free from hazardous chemicals
Stock pile	Loose material not in a container
Bulk containers	
Above ground tank (AGT)	Above ground container, other than a package or IBC, intended for the storage of hazardous chemicals in the form of a gas or a liquid in bulk. Includes fittings, closures and any other equipment that forms part of the container. If used for flammable liquids it is a tank described in AS 1692 and defined in AS 1940.
Underground storage tank (UST)	An underground, partially or fully mounded tank used to store hazardous chemicals
Portable tanks	Portable tanks including ISO tanks. It includes self-bunded or double walled/skinned tanks
Silo	A predominantly vertical structure proofed against weather and vermin typically for storing grain
Intermediate bulk container (IBC)	A rigid or flexible portable packaging for the transport or storage of hazardous chemicals as defined in the ADG Code 7.3
Storage depots/package store areas	
Cylinder store	Storage area for cylinders containing hazardous chemicals where cylinders are defined in the relevant Australian Standard.
Cylinders in use	Cylinders of hazardous chemicals connected for use
Decanting cylinders	Supply cylinders used to fill smaller cylinders on site
Cabinets: flammable liquids	Cabinets purpose built or modified to store flammable liquids
Cabinets: corrosives	Cabinets purpose built or modified to store corrosives
Cabinets: toxics	Cabinets purpose built or modified to store toxics
Cabinets: organic peroxides	Cabinets purpose built or modified to store organic peroxides
Drum store	An area for storing drums of hazardous chemicals
Non-roofed store	An outdoor store without a roof
In Process/manufacture	
Process piping	Pipework that is used to convey hazardous chemicals as part of a process
Process vessel	A vessel used to complete a process involving hazardous chemicals, such as separating a product or substance, combining two or more products, or breaking a product down

Appendix C – Example of a manifest

This example is provided to assist the 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.

Manifest of Schedule 11 Hazardous Chemicals

Person conducting the business or undertaking (PCBU)	XYZ CHEMICALS PTY LTD
Address of premises:	123 Jackson Street, Sydney, NSW 2000.
Date of preparation:	1st January 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 (not in container eg stockpile)

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Design capacity	Diameter	Typical quantity
N/A								

Hazardous Chemicals Stored in tanks

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Design capacity	Diameter	Typical quantity
DG T1	Methanol	1230		II	UST	30,000L		20,000L
DG T2	Abandoned tank	n/a			UST	30,000L		0
DG T3	Petroleum gases, liquefied	1075			AGT	5000L		3000L
DG T4	Combustible liquid	00C1	n/a	n/a	AGT	10,000L	See note	7000L

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

AGT = above ground tank

UST = underground storage tank

n/a = not applicable

Packed store 1

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical quantity
PS11	Chlorine	1017	2.3		Cylinders in use	70L		70L

Packed store 2

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical quantity
PS2	Organophosphorus pesticide, liquid, toxic	3018	6.1	II	Roofed store			2500L
PS2	Toxic liquid, organic, n.O.S	2810	6.1	III	Roofed store			12,000L

Packed store 3

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical quantity
PS3	Carbon disulphide	1131	3		Roofed store	200L		200L
PS3	Isopropanol	1219	3	II	Roofed store			4000
PS3	Kerosene	1223	3	III	Roofed store	8000L		8000L
PS3	Combustible liquid	00CI			Roofed store			2000L

Packed store 4

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical Quantity
PS4	Sodium hydroxide solution	1824	8	II	Roofed store			4000L
PS4	Sodium hydroxide solution	1824	8	III	Roofed store			8000L

Manufacturing Area

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical Quantity
MA1	Isopropanol	1219	3	II		4000L		2500L
MA2	Sodium hydroxide solution	1824	8	II		2800L		1400L
MA2	Coumarin derivative pesticide, liquid, toxic	3026	6.1	III		1200L		600L

Appendix D – Example manifest site plan

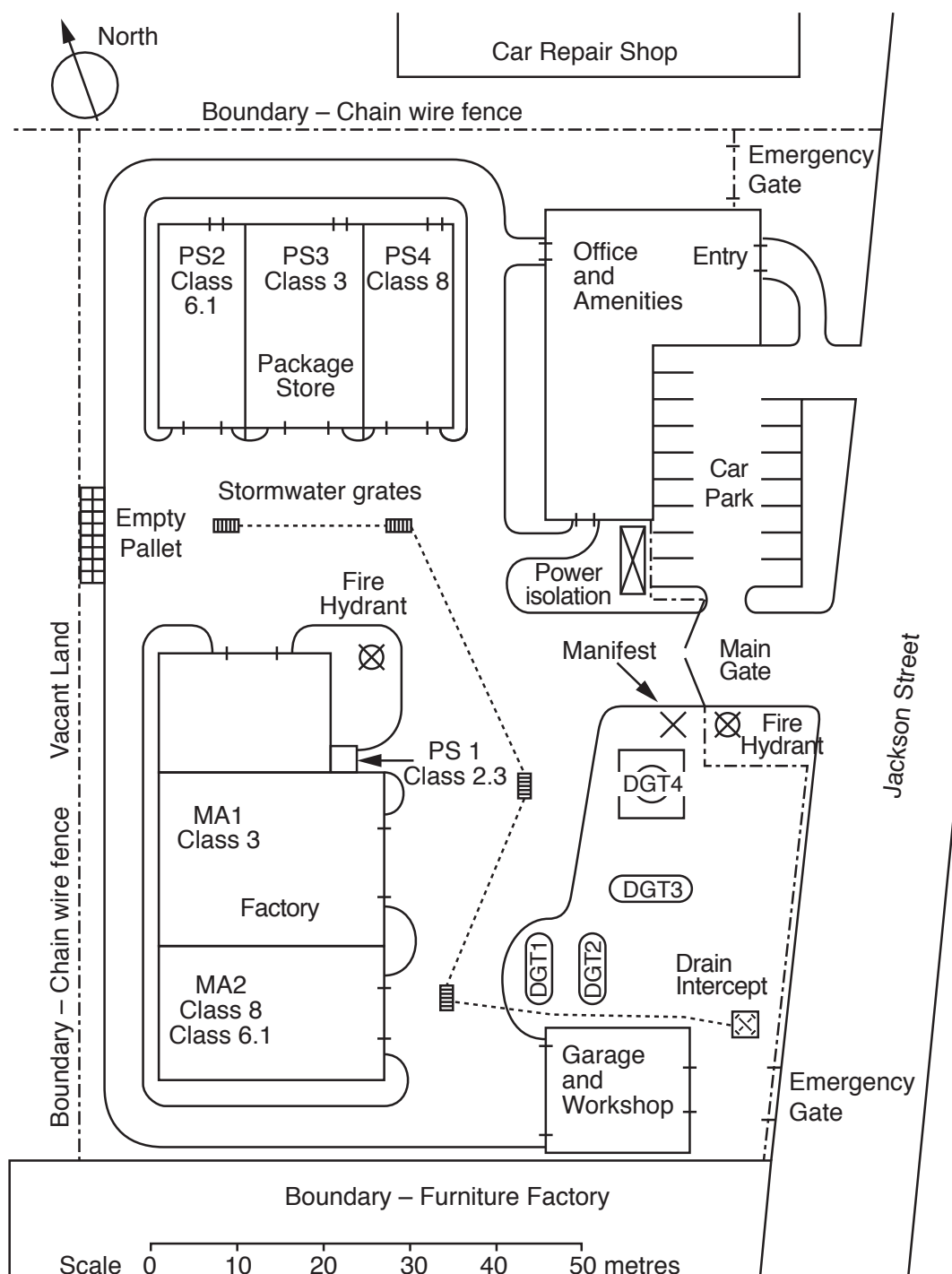
Name of premises: XYZ Chemicals

Address: 123 Jackson Street, Sydney NSW 2000

Date of this plan drawing: 2nd February 2012

Date of last revision: 1st January 2015

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



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