

NOTIFICATION BY MAJOR HAZARD FACILITIES, EXISTING FACILITIES AND PROPOSED FACILITIES

MARCH 2018

Use this form to notify SafeWork NSW of changes to Major Hazard Facilities (MHFs) and existing facilities and of proposed facilities. Notification is a requirement under clauses 536, 537, 547 and 548 of the WHS Regulation.

You must notify SafeWork NSW if you operate a facility and:

- the quantities present or likely to be present at the facility of any chemical listed in Schedule 15 of the WHS Regulation exceed 10 per cent of the corresponding threshold quantity, or
- the result of the aggregation formula (as defined by clause 4 of Schedule 15 of the WHS Regulation) for the facility exceeds 0.1.

How to fill in this form

Please type directly into the form. When complete, save a copy before emailing or printing.

If completing by hand, please print clearly and mark box(es) with a tick where required.

1. Please complete the checklist on page XX to ensure you have included all the information required.
2. You may lodge your application by mail or in person at any WorkCover office.
3. You must complete the declaration and sign and date this form.
4. No proof of identify check is required.

For assistance call 13 10 50

Fees

There is no fee associated with this form.

Lodgement instructions

Post: Major Hazard Facilities Unit, SafeWork NSW, Level 4, 2 Burbank Place, Baulkham Hills NSW 2153.

Reminders

- A MHF is required to notify if the facility is proposed to be operated by a new operator (clause 458).
- All facilities are required to re-notify if the quantity of Schedule 15 chemicals increases.

Privacy compliance statement

This information is collected by SafeWork NSW for the purposes of undertaking an evaluation, assessment and processing of the notification of a major hazard facility (MHF) or facility (existing or proposed) as required by the WHS Regulation.

This information may also be used by SafeWork NSW for the purposes of confirming applicant details in the event replacement acknowledgements are applied for, and may also be used to establish and maintain a database and to assist the SafeWork NSW inspectorate with their work generally. Information is also made available to local councils and emergency services to assist with emergency response and planning.

Except for the purposes of prosecution and unless such disclosure is otherwise required by law, the information will not be accessed by any third parties in a way that would identify the individual without the consent of that individual.

You may also apply to SafeWork NSW to access and correct any information SafeWork NSW holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, SafeWork NSW Head Office, Locked Bag 2906, Lisarow NSW 2552.

PURPOSE OF NOTIFICATION

Mark one box only.

This notification relates to:

- an existing facility a proposed facility a new operator
a re-notification of a facility due to an increase of Schedule 15 chemicals

PART A. OPERATOR INFORMATION

PART A.1 TYPE OF BUSINESS ENTITY?

Body corporate Individual

Legal name of operating body corporate/individual Trading name (if different from legal name)

ABN

REGISTERED OPERATOR STREET ADDRESS

(MUST NOT BE A PO BOX)

Unit number/Street number/Property number
(include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

REGISTERED OPERATOR POSTAL ADDRESS

Same as registered operator street address

Unit number/Street number/Property number
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag)

Street name

Suburb

State

Postcode

PART A.2 CONTACT FOR NOTIFICATION INQUIRIES

The person who SafeWork NSW can contact to check details of the notification

Title Family/Surname Job title

Given name Daytime contact number Mobile number

Other names Email

POSTAL ADDRESS

Unit number/Street number/Property number
(include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag) Suburb

Street name

State

Postcode

PART A.3 OPERATOR DECLARATIONS

Has the operator as an individual or any officer of the operator (where the operator is a body corporate):

- been convicted, or found guilty of an offence under the WHS Act or WHS Regulation or under any corresponding work health and safety law?
Yes (attach details) No
- entered into an enforceable undertaking under the WHS Act or under any corresponding work health and safety law?
Yes (attach details) No
- had an equivalent licence refused under a corresponding work health and safety law?
Yes (attach details) No
- held an equivalent licence under corresponding law?
Yes (attach details) No (please go to part B)

Where the operator has previously held an equivalent licence under corresponding work health and safety law:

- were any conditions imposed on that licence?
Yes (attach details) No
- has that licence been suspended or cancelled?
Yes (attach details) No
- was the operator disqualified from applying for a similar licence?
Yes (attach details) No

PART B. FACILITY INFORMATION

Dangerous goods notification acknowledgement number and/or explosives licence number

PART B.1 SITE ADDRESS

Unit number/Street number/Property number
(include Lot or DP number if applicable)

Suburb

Street name

State

Postcode

Cross street nearest to main entrance

PART B.2 ANZSIC CODE

Most applicable ANZSIC code to your business

ANZSIC description (refer to the Australian Bureau of Statistics website www.abs.gov.au for a list of codes and descriptions)

PART B.3 BUSINESS ACTIVITY

Nature of primary business activity

Brief description of activities involving Schedule 15 chemicals

Is the site staffed? Yes No (please go to part C)

If yes, when is it staffed? hours per day, days per week

Maximum number of people present on site (all staff and contractors) at one time on a normal working day

Site staffing hours (including shift roster, if any)

PART C. SITE AND SURROUNDINGS**PART C.1 LOCATION**

Attach a map showing the locality of the premises. Mark the location of the premises.

PART C.2 SURROUNDINGS

Provide a scaled map(s) showing the approximate location of the site and the land use in the surrounding area, including the following:

- other facilities storing, manufacturing or processing hazardous chemicals (if known)
- airports, railway lines, railway stations and major roads or highways
- schools, hospitals, child care centres, aged care centres, correctional centres
- densely populated urban or residential areas
- shopping centres
- major sporting grounds and recreational facilities
- water courses or natural waterways
- ecologically sensitive areas
- commercial or industrial areas, high rise buildings, hotels or other businesses
- important national resources, heritage areas or properties
- major services utilities, such as power or water utilities, gas pipelines, telecommunications
- off-site pipelines for hazardous chemicals.

PART C.4 THE MHF OR FACILITY (EXISTING OR PROPOSED)

Attach a scale plan of the facility, which clearly identifies the location of all:

- storage areas for packaged goods (warehouses etc.)
- packaging or repackaging areas
- bulk storage tanks (including storage capacities, contents and vessel types)
- processing or manufacturing areas (including waste treatment, pilot plant(s) etc.)
- truck/tanker loading and unloading facilities
- rail tanker loading and unloading facilities
- pumping stations
- control rooms, offices, workshops
- on-site pipelines for hazardous chemicals.

If appropriate, use a master-plan and sub-plans.

PART C.5 HISTORY OF INCIDENTS INVOLVING SCHEDULE 15 CHEMICALS

Provide information on incidents involving Schedule 15 chemicals that have occurred at the facility during the previous ten years. Please include:

- loss of containment (leak, spill, release) of a quantity of a Schedule 15 chemical that exceeded 0.5 per cent of the corresponding threshold quantity, or 1000 kg (whichever is less)
- fire
- explosion.

The following table may be used to present the relevant information. If more space is needed, please attach separate sheets.

TABLE C.5: INCIDENT HISTORY

Date (DD/MM/YYYY)	Brief description of incident (eg Fire, explosion, toxic release, other release or combination)	Chemicals involved	Consequences

PART D. QUANTITIES OF SCHEDULE 15 CHEMICALS

'Schedule 15 chemical' means a chemical included in Schedule 15 of the WHS Regulation.

Please complete tables D1 and D2 or provide the information in the Excel spreadsheet available from the SafeWork NSW website www.safework.nsw.gov.au or the MHF Unit (telephone 13 10 50 or email to mhf@safework.nsw.gov.au).

The quantities must be entered in tonnes of the chemical. Do not use water capacity or other measures of capacity (in volume units) for tanks or cylinders. For gases, please include your calculations.

The quantity listed must be the maximum quantity that is present or likely to be present at the facility. See the WHS Regulation for more information.

The electronic Excel spreadsheet version of the table will calculate the result of the aggregation formula according to the quantities you have entered.

If you do not use the electronic version, you will need to calculate the result of the aggregation formula yourself and show your calculations.

Calculate the result of the aggregation formula for your facility by calculating the proportion of each Schedule 15 chemical at your facility as compared to the corresponding threshold quantity, and adding these proportions together. You do not need to include quantities of scheduled chemicals in this calculation if they are less than two per cent of the corresponding threshold quantity as long as they cannot trigger a major incident at the facility.

Note: SafeWork NSW expects most facilities to provide the information about quantities of scheduled chemicals in electronic form.

TABLE D1: NAMED CHEMICALS

Hazardous chemical	UN numbers included under name ¹	Threshold quantity (tonnes) (Q)	Total quantity in process (tonnes) (p)	Total quantity in storage (tonnes) (s)	Total quantities (tonnes) (p + s = q)	Fraction (q/Q)
Acetone cyanohydrin	1541	20				
Acetylene	1001	50				
Acrolein	1092	200				
Acrylonitrile	1093	200				
Allyl alcohol	1098	20				
Allylamine	2334	200				
Ammonia, anhydrous, liquefied or ammonia solutions, relative density less than 0.880 at 15°C in water, with more than 50% ammonia	1005	200				
Ammonium nitrate fertilisers	2067 2068 2069 2070	5000				
Ammonium nitrate, with not more than 0.2% combustible substances, including any organic substance calculated as carbon, to the exclusion of any other added substance	1942 2426	2500				
Arsenic pentoxide, Arsenic (V) Acid and other salts	1559	10				
Arsenic trioxide, Arsenious (III) Acid and other salts	1561	0.1				
Arsine	2188	1				
Bromine or bromine solutions	1744	100				
Carbon disulfide	1131	200				
Chlorine	1017	25				
Dioxins		0.1				
Ethyl nitrate		50				
Ethylene dibromide	1605	50				
Ethylene oxide	1040	50				
Ethyleneimine	1185	50				
Fluorine	1045	25				
Formaldehyde (greater than 90%)		50				
Hydrofluoric acid solution (greater than 50%)	1790	50				

Hazardous chemical	UN numbers included under name ¹	Threshold quantity (tonnes) (Q)	Total quantity in process (tonnes) (p)	Total quantity in storage (tonnes) (s)	Total quantities (tonnes) (p + s = q)	Fraction (q/Q)
Hydrogen	1049	50				
Hydrogen chloride - Anhydrous - Refrigerated liquid	1050	250				
	2186	250				
Hydrogen cyanide	1051	20				
	1614					
Hydrogen fluoride	1052	50				
Hydrogen sulfide	1053	50				
LP gases	1011	200				
	1012					
	1075					
	1077					
	1978					
Methane or natural gas	1971	200				
	1972					
Methyl bromide	1062	200				
Methyl isocyanate	2480	0.15				
Oxides of nitrogen, including nitrous oxide, nitrogen dioxide and nitrogen trioxide	1067	50				
	1070					
	1660					
	1975					
	2201					
Oxygen	1072	2000				
	1073					
Phosgene	1076	0.75				
Propylene oxide	1280	50				
Propyleneimine	1921	200				
Sodium chlorate, solid	1495	200				
Sulfur dichloride	1828	1				
Sulfur dioxide, liquefied	1079	200				
Sulfuric anhydride (alt. Sulfur trioxide)	1829	75				
Titanium tetrachloride	1838	500				
Toluene diisocyanate	2078	200				
Total table D1						

1. The UN number listed against the named material is given for information only. It does not restrict the meaning of the name, which also applies to material which fall outside the UN number, for example, because it is too dangerous to transport or is part of a mixture covered by another UN number. However, any material that is covered by the listed UN numbers must be included in the quantity of the material named.

Do not include in table D2 quantities you have listed in table D1.

TABLE D2: GROUPED CHEMICALS

Hazardous chemical	Description	Threshold quantity (tonnes) (Q)	Total quantity in process (tonnes) (p)	Total quantity in storage (tonnes) (s)	Total quantity (tonnes) (p + s = q)	Fraction (q/Q)
Explosive materials	Explosive of division 1.1A	10				
	All other explosives of division 1.1	50				
	Explosive of division 1.2	200				
	Explosive of division 1.3	200				
Compressed and liquefied gases	Compressed or liquefied gases of division 2.1 or subsidiary risk 2.1	200				
	Liquefied gases of subsidiary risk 5	200				
	Compressed or liquefied gases that meet the criteria for very toxic in table 15.3	20				
	Compressed or liquefied gases that meet the criteria for toxic in table 15.3	200				
Flammable materials	Liquids that meet the criteria for class 3 packing group I materials (except for crude oil in remote locations)	200				
	Crude oil in remote locations that meet the criteria for class 3 packing group I	2000				
	Liquids that meet the criteria for class 3 packing group II or III	50000				
	Liquids with flash points <61°C kept above their boiling points at ambient conditions	200				
	Materials that meet the criteria for division 4.1 packing group I	200				
	Spontaneously combustible materials that meet the criteria for division 4.2 packing group I or II	200				
	Materials that liberate flammable gases or react violently on contact with water which meet the criteria for division 4.3 packing group I or II	200				
	Materials that belong to classes 3 or 8 packing group I or II which have Hazchem codes of 4WE (materials that react violently with water)	500				
Oxidising materials	Oxidising material listed in appendix A to the ADG code	50				
	Oxidising materials that meet the criteria for division 5.1 packing group I or II	200				
Peroxides	Peroxides that are listed in appendix A to the ADG code	50				
	Organic peroxides that meet the criteria for division 5.2	200				
Toxic solids and liquids	Materials that meet the criteria for very toxic in table 15.3 except materials that are classified as infectious substances (division 6.2) or as radioactive (class 7)	20				
	Materials that meet the criteria for toxic in table 15.3	200				
Total table D2						
Aggregation formula result (total table D1 + total table D2)						

PART E. APPLICANT'S DECLARATION

If the notification is being given by a body corporate, it must be signed by the Chief Executive Officer of the body corporate or another officer who is authorised by the Chief Executive Officer.

I, _____ (full name)
 holding the position of _____

(job title)

in (name of body corporate, if applicable)

at (business address or location)

Unit number/Street number/Property number
 (include Lot or DP number if applicable)

Suburb

Street name

State

Postcode

hereby declare that:

- I am 18 years of age, or over
- I am aware that it is an offence under section 268 of the WHS Act to provide any information or produce any documentation in an application that I know is false or misleading in a material particular
- I consent to SafeWork NSW making enquiries and exchanging information with work health and safety regulators in other states and territories or the commonwealth regarding any matter relevant to this notification
- I consent to SafeWork NSW making enquiries and exchanging information with government agencies in NSW and in other states and territories or the commonwealth regarding any matter relevant to this notification

and that to the best of my knowledge and belief:

- the information contained in this application is true and correct in every particular
- I am authorised to complete this application and make this declaration on behalf of the operator.

Person making this declaration signature

Date (DD/MM/YYYY)

PART F. CHECKLIST

Have you:

Completed Part A: Provide operator information and attach further details where applicable.

Completed Part B: Provide facility information.

Completed Part C1: Attach a map showing the location of the premises.

Completed Part C2: Attach a map showing location of the premises and use of the surrounding area.

Completed Part C3: Provide details of pipelines that enter or leave the site.

Completed Part C4: Attach a scale plan of the facility.

Completed Part C5: Provide a history of incidents at the facility.

Completed Part D: Provide the quantities of Schedule 15 chemicals, calculate the result of the aggregation formula and provide examples of how it was calculated for gases.

Completed Part E: The declaration is signed by the CEO or an authorised officer.

Kept copies of all the documents supplied

Kept the information used to help complete the notification?

OFFICE USE ONLY

Date received by MHF Unit (DD/MM/YYYY)

Facility reference number

TRIM document number

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