

MAJOR HAZARD FACILITIES NOTIFICATION FORM

MAY 2020

This form must be used by any workplace that has schedule 15 hazardous chemicals.

You must notify SafeWork NSW when:

- The quantities present or likely to be present at the facility (of any schedule 15 hazardous chemical) exceeds 10% of the threshold quantity, or
- The result of the aggregation formula for the facility exceeds 0.1, or
- Applying for a MHF licence, or
- Applying for licence renewal, or
- Applying for licence cancellation, or
- When notifying changes to information, or
- When re-notifying due to an increase of schedule 15 chemicals higher than previously notified (for proposed or potential major hazard facilities), or
- Requesting an exemption from any of the requirements for major hazard facilities.

How to fill in this form

Type directly into the form.

If completing by hand, print clearly and mark box(es) with **X** where required.

1. The checklist on page 13 will help you include everything we need to process your application.
2. You may lodge your application digitally, by post or in person at any SafeWork NSW office.
3. The notification is incomplete without the declaration, signature and date on this form.

If you need assistance filling out this form please refer to the [SafeWork Australia guide](#), or contact us via mhf@safework.nsw.gov.au, or call 13 10 50.

Fees

Refer to Schedule 2 of the WHS Regulation for fees associated with major hazard facilities.

Lodgement instructions

Use a secure document transfer system to transfer the document to SafeWork NSW.

Email: mhf@safework.nsw.gov.au

Post:

Major Hazard Facilities (MHF) SafeWork NSW

CO: Manager MHF

4 Parramatta Square, Level 29

12 Darcy Street

Parramatta NSW 2150

Privacy compliance statement

SafeWork NSW collects personal information from you by way of this form. Personal information is provided voluntarily, but the notification may not be effective if you fail to provide this information.

Personal information will be collected for the purposes of undertaking assessment and processing of notifications in relation to major hazard facilities.

We may use the information to communicate with you using details you have provided, to establish and maintain a database, and to carry out our functions under the Work Health and Safety Act 2011 and other legislation.

We may share this information with NSW and Commonwealth government agencies, local councils, emergency services and other work health and safety regulators.

If you wish to update details you provide in this form, please contact us at mhf@safework.nsw.gov.au. If you wish to access or update personal information we hold about you, please contact us at privacy@safework.nsw.gov.au.

PURPOSE OF NOTIFICATION

This notification is made by:

- An **existing** workplace/facility
- A proposed facility (not yet built)
- A new operator at an existing facility

In relation to:

- First notification of schedule 15 chemicals (go to [part A](#))
- First MHF licence application (start at [part A](#))
- Changes to information (start at [part A](#))
- MHF licence cancellation (complete [part E](#), [F](#) and [I](#))
- Re-notification of schedule 15 hazardous chemicals due to a change (start at [part F](#))
- MHF licence renewal (start at [part G](#))

PART A. FIRST NOTIFICATION OF SCHEDULE 15 CHEMICALS, OR FIRST LICENCE APPLICATION

Is this the first time you are completing this form?

Yes

Please proceed to part A.1 and complete all sections of Part A. Submit this form using the instructions on page 1.

No – if you have the date/reference number, please provide it below and follow the instructions.

Please note: If you have previously submitted MHF notifications and leave sections of this document blank, information on file will be considered current if not replaced with new content in this form.

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/Private Bag/Locked Bag)

Street Name

Suburb

State

Postcode

PART A.2 CONTACT FOR NOTIFICATION INQUIRIES

The person(s) who SafeWork NSW can contact to check details of this notification

PRIMARY CONTACT

Title

Family/Surname

Job Title

Given Name

Daytime Contact Number

Mobile Number

Other Names

Email

POSTAL ADDRESS Same as registered operator postal addressUnit number/Street number/Property number
(include Lot or DP number if applicable)

Suburb

Street Name

State

Postcode

SECONDARY CONTACT

Title

Family/Surname

Job Title

Given Name

Daytime Contact Number

Mobile Number

Other Names

Email

POSTAL ADDRESS Same as registered operator postal addressUnit number/Street number/Property number
(include Lot or DP number if applicable)

Suburb

Street Name

State

Postcode

PART A.3 OPERATOR DECLARATIONS

If the operator is an individual, respond to each declaration below. If the operator is a body corporate, respond to each declaration for the operator **and each officer** of the operator.

Has the operator/officer:

- Been convicted, or found guilty of any offence under the WHS Act or the Regulation or under any corresponding WHS law?

 Yes No

If yes, attach details of any conviction or finding of guilt declared.

- Entered into an enforceable undertaking under the Act or under any corresponding WHS law?

 Yes No

If yes, attach details of any enforceable undertaking declared.

- Has an operator previously held a major hazard facility licence under the corresponding WHS law?
(See section 4 of WHS Act & Clause 5A of WHS Regulation)

 Yes No

If yes, attach a declaration:

- Describing any conditions imposed on that licence, and
- Stating whether or not that licence had been suspended or cancelled, and, if so, whether or not the operator had been disqualified from applying for a major hazard facility licence, and
- Giving details of any suspension, cancellation or disqualification.

PART B. FACILITY INFORMATION

Information recorded will be used to verify content in our records.

Record your dangerous goods notification acknowledgement NDG number and/or explosives licence number here

PART B.1 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.2 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 B.4)

If yes, when is the site 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

Details of staffing hours (including shift roster, if any)

PART B.3 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.

TABLE B.4: INCIDENT HISTORY

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

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

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

- mark the location of the premises clearly
- other facilities storing, manufacturing or processing hazardous chemicals (if known)
 - Note: This does not mean only Major Hazard Facilities in the area.
- 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 E. CANCELLATION OF LICENCE

Complete this part if you are notifying the regulator of a cancellation of licence, otherwise, please proceed to Part F.

Facility to which the cancellation applies

- Permanent reduction in schedule 15 chemical quantities to below threshold
- Long term or permanent closure of the facility
- Other (please provide details below)

Please provide full details in the box below. Refer to any attachments in articulating reasons for cancellation.

PART F. QUANTITIES OF SCHEDULE 15 CHEMICALS

Instructions:

Complete tables F1 and F2

GENERAL

- Quantities must be entered in metric tonnes for each chemical.
- For gases, include your full workings and calculations with this submission. Please provide the data used to achieve your result including product densities at each specific temperature.
- The quantity listed must be the maximum quantity that is **present or likely to be present** at the facility. This includes the maximum quantity the facility can store. Typical storage quantities should be provided in the following sections.
- The electronic version of this table will calculate total quantities automatically.
- For manual calculations, determine the proportion of each Schedule 15 hazardous chemical at your facility as compared to their corresponding threshold quantity. Add all schedule 15 chemical 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.

LPG

- Densities must be based on the greatest extreme of safe operating parameters.
- The quantity of vapour should be included for spaces that cannot be filled with liquid that exist in process equipment such as flash drums, refrigeration systems, distillation columns and the like.
- Include **where** schedule 15 chemicals are used, handled, stored, transferred or otherwise generated at the workplace.
- Include **how** schedule 15 chemicals are used, handled, stored, transferred or otherwise generated at the workplace.

- Outline the storage methods onsite in relation to chemicals.
- Outline the processes which involve or otherwise generate schedule 15 chemicals onsite.
- Is any schedule 15 chemical used, handled, stored or transferred at varying temperatures onsite?

Yes No

If yes, please provide as an attachment:

- The product densities and the temperatures at which they apply, and
- The scenarios for each temperature, and
- The specific schedule 15 hazardous chemicals at which a and b applies.

- Does any schedule 15 hazardous chemical fall under the definition of [in transit](#)?

Yes No

If yes, please provide as an attachment:

- The specific schedule 15 chemicals that are in transit at the facility, and
- The frequency that each schedule 15 hazardous chemical is at the site in transit, and
- The quantities that apply for each delivery of in transit schedule 15 chemical, and
- The controls in place to manage in transit schedule 15 chemicals.

- Are any failsafe mechanisms or devices used to control quantities rising above the lower-than-maximum fill level?

Yes No

If yes, please provide a description and details of these mechanisms or devices as an attachment.

TOXIC or VERY TOXIC

Refer to Table 15.3 of the WHS Regulation 2017 and the material SDS for further information.

For assistance, please contact SafeWork NSW on 13 10 50, or email mhf@safework.nsw.gov.au.

CHLORINE

For assistance, please contact SafeWork NSW on 13 10 50, or email mhf@safework.nsw.gov.au.

AEROSOLS

Aerosol dispensers represent a special case due to the extensive variety of mixtures that are supplied as aerosols. As it is not reasonably practicable to determine the liquid density of every mixture in every different aerosol, and to align with the way industry states the quantity on each aerosol dispenser, calculation of Schedule 15 quantities should be performed using the net mass of the aerosols, i.e. the net mass of contents as stated on the outside of each aerosol dispenser.

Aerosols are not specified in Table 15.1, so the applicable threshold is obtained from Table 15.2 for the classification of the aerosol. For example, aerosols classified in Division 2.1 have a threshold quantity of 200 tonnes.

Example

A warehouse stores two types of finished aerosol products. The warehouse may store up to 300,000 dispensers of a 400 gram aerosol product, and up to 200,000 dispensers of a 150 gram aerosol product. Both products are flammable gases classified in Division 2.1.

The aggregate quantity is calculated as (300,000 dispensers of 400 g product) + (200,000 dispensers of 150 g product) = 150 tonnes. As the applicable threshold from Table 15.2 is 200 tonnes, the threshold ratio is $150/200 = 0.75$ and the facility must notify.

Record the net mass and the Dangerous Goods specified by the manufacturer.

Use GHS method rather than the ADG method.

For assistance, please contact SafeWork NSW on 13 10 50, or email mhf@safework.nsw.gov.au.

TABLE F1: 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	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	2421	2000				
	1072					
	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 F1						

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 F2 quantities you have listed in table F1.

TABLE F2: GROUPED CHEMICALS

Hazardous Chemical	Description	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)
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 liquified 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				
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 F2						
Aggregation formula result (total table F1 + total table F2)						

If this MHF notification form is being filled out as part of a safety case submission, please proceed to Part I, otherwise, please continue to Part G.

PART G. REQUIRED DOCUMENTS

Please note that you will need to populate Parts A-F if you need to have details updated in the SafeWork NSW database.

Provide with this application one paper copy and one electronic copy (for example an email or USB flash drive) of each of the following documents:

- Safety case**
 (The final safety case prepared under Division 4 of Part 9.3 of the WHS Regulation. This must include a signed statement of certification in compliance with Clause 561(5) by the operator, or if the operator is a body corporate, the most senior executive officer of the body corporate who resides in NSW.)
- Emergency plan**
 (The final emergency plan prepared in accordance with Clause 557, which incorporates feedback from the Commissioner of Fire & Rescue NSW, and has been tested in accordance with Clause 557(6).)
- Security plan**
 (The final security plan prepared in accordance with Clause 558A, which demonstrates regard of any written advice received from the Commissioner of NSW Police.)

PART H. MHF LICENCE RENEWAL

If applicable, please provide previous licence number(s):

PART I. 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 J. CHECKLIST

Indicate sections you have completed and documents you have attached as part of this submission:

- Completed Part A: Provide operator information and attach further details where applicable.
- Completed Part B: Provide facility information.
- Completed Table B.4: Provide a history of incidents at the facility.
- Completed Part C.1: Attach a map showing location of the premise and use of the surrounding area.
- Completed Part C.2: Provide details of pipelines that enter or leave the facility.
- Completed Part C.3: Attach a scale plan of the facility.
- Completed Part D: Detail changes to information.
- Completed Part E: Detail reasons for cancellation of MHF licence.
- Completed Part F: 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 G: Attach the required documents, including safety case, emergency plan and security plan.
- Completed Part H: Provide previous MHF licence number(s).
- Completed Part I: The declaration is signed by the CEO or an authorised officer.
- Kept copies of all 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

 /