**Checklist to manage chemical hazards**

Below is a checklist of controls you should consider to manage your chemical hazards. The control measures you choose should be recorded in your risk assessment.

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| Control measures | Have you  considered? |
| 1. Are all chemicals listed in your chemical inventory? | ☐ |
| 2. Can the process be changed or eliminated so that the work is less hazardous? | ☐ |
| 3. Can hazardous chemicals be substituted with less hazardous chemicals? | ☐ |
| 4. Can the chemical be handled in enclosures (hoods/booths)? | ☐ |
| 5. Can the chemical be isolated from the workforce? | ☐ |
| 6. Can ventilation be used to prevent exposure? | ☐ |
| 7. Can the number of employees at risk of exposure be reduced? | ☐ |
| 8. Is it appropriate to rotate employees and reduce individual exposure? | ☐ |
| 9. Can the time spent doing the job be reduced to limit exposure? | ☐ |
| 10. Can the work practice be improved? | ☐ |
| 11. Are employees trained to recognise the chemical hazards and know how to work safely with chemicals in the workplace? | ☐ |
| 12. Do employees have access to the SDS and do they understand them sufficiently? | ☐ |
| 13. Have employees been instructed on how to read a chemical label? | ☐ |
| 14. Are procedures in place for safe use, handling and storage of chemicals? | ☐ |
| 15. Are employees supplied with effective protective work clothing? | ☐ |
| 16. Is personal protective equipment required? | ☐ |
| 17. Are sufficient personal hygiene facilities in place? | ☐ |
| 18. Are chemicals stored correctly? | ☐ |
| 19. Are emergency procedures in place? | ☐ |
| 20. Is atmospheric monitoring required for certain tasks? | ☐ |
| 21. Is health surveillance required for certain tasks? | ☐ |
| 22. Have you recorded your chemical hazards and the control measures in place? | ☐ |