

Date:    Company  Site Name



# Hazardous Products and Substances Register

Hazardous products and substances include glues, resins, solvents, fuels, expanders, adhesives, bonding agents and cleaning agents. You are required by law to have a completed Hazardous products and substances register for every substance you bring to or use on site. To successfully complete this register, you must also use the Risk Assessment Matrix and Hierarchy of Controls (overleaf).

Date Identified <i>DD/MM/YY</i>	Product or Substance <i>e.g. petrol</i>	Are safety data sheets held?	What is the related harm? <i>e.g. risk of explosion</i>	What is the initial risk assessment? <i>Use risk assessment matrix</i>	Is personal protective equipment required?	What other measures are required? <i>e.g. store in a locked space away from any ignition source</i>	What is the residual risk assessment? <i>Use risk assessment matrix</i>
		<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No		
		<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No		
		<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No		
		<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No		
		<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No		

## Special storage requirements

Product	Storage requirements	Location of product or substance

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		<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No		
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		<input type="radio"/> Yes <input type="radio"/> No			<input type="radio"/> Yes <input type="radio"/> No		

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# Risk Assessment Matrix

Consider the likelihood of a hazardous event occurring

Consider the severity of injury/illness		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
	Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
	Moderate (e.g Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
	Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate
	Superficial (e.g No Treatment Required)	Very Low	Very Low	Low	Low	Moderate

<p>Most effective</p> <p>Least effective</p>	<b>ELIMINATE:</b>	
	<b>1 Eliminate the hazard</b> remove it completely from your workplace	If this isn't reasonably practicable, then...
	<b>MINIMISE:</b>	
	<b>Substitute the hazard</b> (wholly or partly) with a safer alternative  <b>2 Isolate the hazard</b> using physical barriers, time or distance  <b>Use engineering controls</b> adapt tools or equipment to reduce the risk	Minimise the risk, so far as reasonably practicable, by taking 1 or more of these actions that is the most appropriate
	<b>3 Use administrative controls</b> develop methods of work, processes and procedures	If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable
<b>4 Use personal protective equipment (PPE)</b> this is the last option after you have considered all the other options for your workplace	If a risk then remains, you must minimise the remaining risk by using PPE	