


HS611	
Risk Assessment /Checklist for Storage of DGs: Category: Toxic Substances	

Checklist completed by: _____

Building Name :	
School/Work Unit :	
Room Number :	
Contact Person :	
Date :	

Standard Controls	Yes	No	Comment	Recommended Action
Cabinets are in good physical condition?				
There is no sign of damage, denting, rusting?				
The store is kept locked when not used or at end of day?				
Storage of toxic substances is at least 3m away from sources of heat?				
Storage is such that emergency egress is not impeded?				
Maximum capacity of the store is signposted?				
The store has the appropriate signage so that it is obvious as to the type of dangerous goods being stored?				
Packages are closed when not in use?				
Packages are stored to minimise spillage? (e.g. double containment as necessary)				
Toxic cabinets have self closing, close fitting and lockable doors? (capable of being opened from inside)				
The bund in the toxic store is of sufficient size?				
If venting of the toxic cabinet is needed, the venting is done by a competent engineer? Venting is to external air (to a safe place), and is not mixed with other extraction systems unless thoroughly risk assessed by competent person?				
The location of the nearest PPE, first aid and spill kit information is clearly displayed in the storage area?				
Appropriate PPE is kept in a designated area? PPE is washed and maintained in accordance with the relevant Australian standard as applicable?				
A first aid kit is located nearby and is regularly checked? There are sufficient trained first aiders for the area? If antidotes are required for certain poisons (e.g. cyanide kits or antidotes for organophosphate compounds, there are within their expiry dates				
The NSW Poisons Information Number is displayed i.e. 131 126				

Standard Controls	Yes	No	Comment	Recommended Action
Procedures for the management of spills are available close by as well as an appropriate spill kit with sufficient quantities of absorbing material to accommodate the largest spill?				
A safety shower, eye wash and hand wash facility is located between 2 and 7metres from the storage area?				