WHS DOCUMENTS & TEMPLATES

DOC-CHL-FV · Chlorine and Water Treatment Chemical Handling Field Verification Checklist

Product Overview

For: Businesses whose workers store, transfer, dose or receive deliveries of chlorine and other pool and water treatment chemicals: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable supervisor's checklist that checks, on site, that the controls for chlorine and water treatment chemical handling are in place and working.

The supervisor looks at each control working, not at its paperwork, and marks each check Pass, Not met or N/A, with the evidence seen. ★ marks the critical controls, and a critical control that is Not met is escalated the same shift. The checklist also has questions for the people doing the work, an actions table with owners and due dates, a summary and sign-off.

It is the same checklist as in the Chlorine and Water Treatment Chemical Handling Pack (DOC-CHL-PACK), word for word. The Chlorine and Water Treatment Chemical Handling VOC Assessment Template (DOC-CHL-VOC) and the Chlorine and Water Treatment Chemical Handling Safe Work Instruction Template (DOC-CHL-SWI) are also sold on their own. The Chlorine and Water Treatment Chemical Handling Pack (DOC-CHL-PACK) contains them all: the safe work instruction, the chemical delivery and transfer checklist, the VOC and the field verification, with a setup guide.

A document is not a control. The segregated storage, the labelled fill points, the SDS, the PPE, the emergency plan and the competent worker are the controls. These documents describe them, check them, and record that they are working. A control must change the risk, and someone must be able to check it.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
Supervisor field verification checklist: storage segregation, transfer and dosing, deliveries, spill and gas release response	02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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[Company name]

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Supervisor Field Verification Checklist

Pool and water treatment chemicals: storage segregation, transfer and dosing, deliveries, spill and gas release response

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Plant rooms and stores checked**	

How to verify

- Visit the area while chemical handling is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the chemical handling there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let chemicals mix, a gas release occur, or a worker be burned. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Storage segregation					
1	Chlorine products and acids are stored apart in separate bunds ★	☐	☐	☐	
2	Containers are labelled, closed and in good condition ★	☐	☐	☐	
3	The hazardous chemicals register and current SDS are available	☐	☐	☐	
Transfer and dosing					
4	Fill points and transfer equipment are labelled and distinct for each chemical ★	☐	☐	☐	
5	PPE as the SDS sets is worn ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable supervisor's checklist that checks, on site, that the controls for chlorine and water treatment chemical handling are in place and working.

What the full product contains

- **Supervisor field verification checklist: storage segregation, transfer and dosing, deliveries, spill and gas release response**
  02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
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- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
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Formats

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- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

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