WHS DOCUMENTS & TEMPLATES

DOC-CHL-PACK · Chlorine and Water Treatment Chemical Handling Pack

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

Editable water treatment chemical handling documents that work together: a safe work instruction, a delivery and transfer checklist, a VOC and a supervisor's field verification.

Chlorine products and acids release toxic gas when they mix, cause serious burns, and can start fires when stored wrongly. Most serious incidents come from a delivery to the wrong fill point, a transfer into the wrong tank, or incompatible chemicals stored together. A verification of competency is how a business checks that a worker handles these chemicals safely, from the SDS, and keeps a record of it.

This pack answers three questions. The safe work instruction tells the worker what to do and when to stop. The VOC checks they can do it. The field verification checks the controls are working on site. A delivery and transfer checklist is the link used every time.

No licence is needed to handle pool and water treatment chemicals at work, but they are hazardous chemicals and often dangerous goods. WHS and OHS laws require the business to manage the risks, keep a register and safety data sheets (SDS), label containers, store incompatible chemicals apart, and train workers. Some quantities bring extra duties, such as placards, manifests or notifying the regulator, and some states have separate dangerous goods laws or licences: check yours. A VOC is the business's own check that a worker can handle these chemicals safely at its site: it is not a licence and it is not a nationally recognised qualification.

SAMPLE

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Water Treatment Chemicals Safe Work Instruction

How to store, transfer, dose and receive pool and water treatment chemicals safely at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to store, transfer, dose and receive deliveries of chlorine and other pool and water treatment chemicals at **[Site name]**, and how to respond to a spill or gas release. The safety data sheet (SDS) for each chemical comes first.

It applies to every worker who handles these chemicals at the site, including contractors and delivery drivers on site. Where the SDS or the plant manufacturer's instructions differ from this instruction, follow them and tell your supervisor.

2 Who may do the work

- Has completed chemical handling training and has a current VOC
- Has been authorised by **[Supervisor name]**
- Has read this instruction and signed the acknowledgement at the end

Licences and duties

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3 The chemicals and the plant room

Fill in for each site or plant room.

Chemicals held and container sizes	
SDS kept at: [SDS location]	
Storage areas, bunds and segregation	
Fill points (labelled) and dosing plant	
Eyewash, shower and spill kit locations	
Emergency plan: [Emergency plan reference]	

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Water Treatment Chemicals VOC Assessment Tool

Verification of competency for one worker, handling the chemicals and plant in scope, at [Site name]

Purpose	To check, and record, that a worker can store, transfer, dose and receive pool and water treatment chemicals safely, and respond to a spill or gas release, at your site, following the SDS and your procedures.
When to use it	Before a worker handles these chemicals unsupervised; when chemicals, plant or tasks change; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate), the Marking Guide (Assessor) with the model answers, and the VOC Register.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences, training and the VOC

No licence is needed to handle pool and water treatment chemicals at work, but they are hazardous chemicals and often dangerous goods. WHS and OHS laws require the business to manage the risks, keep a register and safety data sheets (SDS), label containers, store incompatible chemicals apart, and train workers. Some quantities bring extra duties, such as placards, manifests or notifying the regulator, and some states have separate dangerous goods laws or licences: check yours. A VOC is the business's own check that a worker can handle these chemicals safely at its site: it is not a licence and it is not a nationally recognised qualification.

Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Chemical handling training (course and date)		**First aid training (date)**	
Experience with these chemicals and plant		**Last VOC or training (date)**	

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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. Editable water treatment chemical handling documents that work together: a safe work instruction, a delivery and transfer checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Water treatment chemical handling safe work instruction: SDS, segregation, transfer and dosing, deliveries, spills and gas release; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Water Treatment Chemicals Safe Work Instruction.docx and .pdf
- **Chemical delivery and transfer checklist: deliveries, fill points, transfers and PPE**
  03_DELIVERY_AND_TRANSFER_RECORDS/Chemical Delivery and Transfer Checklist.docx and .pdf
- **Supervisor field verification checklist: storage segregation, transfer and dosing, deliveries, spill and gas release response**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-CHL-VOC**
  04_VOC_ASSESSMENT/Water Treatment Chemicals VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Water Treatment Chemicals VOC Knowledge Questions (Candidate) and Water Treatment Chemicals VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Water Treatment Chemicals VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

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