WHS DOCUMENTS & TEMPLATES

DOC-CHM-CCV · Hazardous Chemical Exposure and Release Critical Control Verification Pack

Product Overview

For: Businesses that store or use hazardous chemicals: WHS advisers, operations and maintenance managers, supervisors and control owners

Version 1.0 · 15 November 2026

Field-ready Critical Control Verification forms for hazardous chemical exposure and release: one for each of the 8 critical controls that stop a uncontrolled release of, or exposure to, a hazardous chemical, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

Most workplaces have controls for hazardous chemical exposure and release: bunded stores, segregation, dispensing pumps, extraction fans, eyewash stations and face shields. The question is whether they are working today. A critical control verification (CCV) is the proof: a planned check, in the field, that a control that matters most is in place, in good condition, working as designed, used properly and not bypassed.

This pack gives you one CCV form for each of 8 critical controls (5 preventing, 3 mitigating) for the unwanted event: uncontrolled release of, or exposure to, a hazardous chemical. Each form shows where the control sits on the bowtie, what it must achieve, how it fails, and a checklist scored Pass, Fail or Non-conformance. Physical controls are Pass or Fail only; Non-conformance is kept for administrative items such as records and training dates. A Fail stops the work and is escalated as a high potential incident. The last page of each form has prompts for talking to the operators, workers and supervisors who use the control.

The full bowtie shows every control on one page, the schedule sets who verifies each one and how often, and the guide explains the method. Every form is editable, so you can adapt it to your site. Made by Orana Skills Centre.

SAMPLE

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How to Use These CCVs

Hazardous Chemical Exposure and Release Critical Control Verification Pack

What a critical control verification is

The key word here is proof. Not assumption, not guesswork. A critical control verification (CCV) is a planned check, in the field, that one critical control is doing its job. It checks that the control:

- Exist
- Are in place and in good condition
- Are functioning as designed
- Are being used properly
- Are not being bypassed or failing silently

Each CCV form tests one control against its performance requirements, item by item, grouped by those five checks and then the records. It is not a general inspection, an audit, or a maintenance check: keep those, and use the CCVs alongside them for the few controls that matter most.

The bowtie and the critical controls in this pack

Hazard: Hazardous chemicals stored, transferred and used. Unwanted event: Uncontrolled release of, or exposure to, a hazardous chemical. Storage, decanting, mixing, transfer and use of hazardous chemicals: corrosives, toxic and flammable liquids and gases, oxidisers and chemicals that give off harmful vapours or mists, in stores, workshops, plant rooms, laboratories and sites.

CCV	Critical control	Type	Sits on	At your site
CCV-01	Chemicals kept in sound, closed, correctly labelled containers	Preventing	T1, T5	Use at every site where the threat or consequence is present.
CCV-02	Incompatible chemicals segregated in storage and use	Preventing	T2	Use at every site where the threat or consequence is present.
CCV-03	Closed transfer or engineered decanting equipment used	Preventing	T3	Use at every site where the threat or consequence is present.
CCV-04	Local exhaust and ventilation working where vapours, mists or fumes are released	Preventing	T4	Use at every site where the threat or consequence is present.
CCV-05	Bunding and spill containment, with spill kits at hand	Mitigating	C3, C4	Use at every site where the threat or consequence is present.
CCV-06	Emergency eyewash and safety showers working and within reach	Mitigating	C2	Use at every site where the threat or consequence is present.
CCV-07	Eye, face and skin protection worn for decanting and mixing corrosive or toxic chemicals	Preventing	T3	Kept critical only for corrosive and toxic chemicals. For other chemicals, check PPE in your routine inspections.
CCV-08	Emergency response to a chemical release or exposure	Mitigating	C1, C2	Use at every site where the threat or consequence is present.

Mitigating controls can be critical too, especially when they are the last line of defence. They are just as critical as prevention, and must be resourced, practised and verified.

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[Company name]

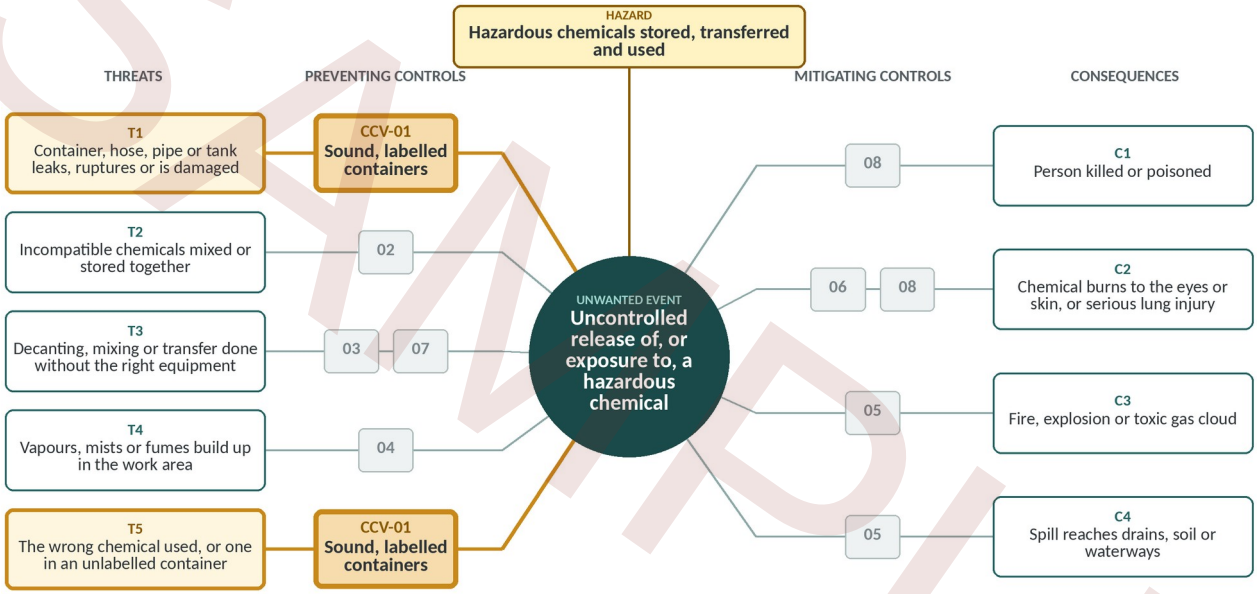
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CCV-01 Chemicals kept in sound, closed, correctly labelled containers

Critical Control Verification · Preventing control · Hazardous chemical exposure and release

Site or location		**Plant or area verified**	
Date and time		**Shift**	
Verified by (name and role)		**Control owner**	

1 Where this control sits on the bowtie



Amber: this control, CCV-01, on threat lines T1 and T5. Grey numbers: the other critical controls in this pack. Preventing controls sit left of the unwanted event and stop it happening; mitigating controls sit right of it and limit the harm.

2 The control

Control	Chemicals kept in sound, closed, correctly labelled containers
Type	Preventing: it stops the unwanted event happening.
It sits on	Threat T1: Container, hose, pipe or tank leaks, ruptures or is damaged; threat T5: The wrong chemical used, or one in an unlabelled container
Hierarchy of control	Engineering and Administrative
Objective	Keep every hazardous chemical in a container that is suitable for it, sound, closed when not in use and labelled with its identity and hazards, including decanted containers, so it cannot leak and cannot be mistaken.
Why it is critical	Leaking containers and unlabelled bottles are behind many chemical injuries: a corroded drum, a cracked jerry can, or a drink bottle holding a corrosive. The container and its label are the first barrier.

3 Performance requirements

What the control must achieve. The checklist in part 5 tests each one.

No.	The control must meet this requirement
R1	Each chemical is in a container suitable for it and in good condition, with no corrosion, cracks, bulging or leaks.

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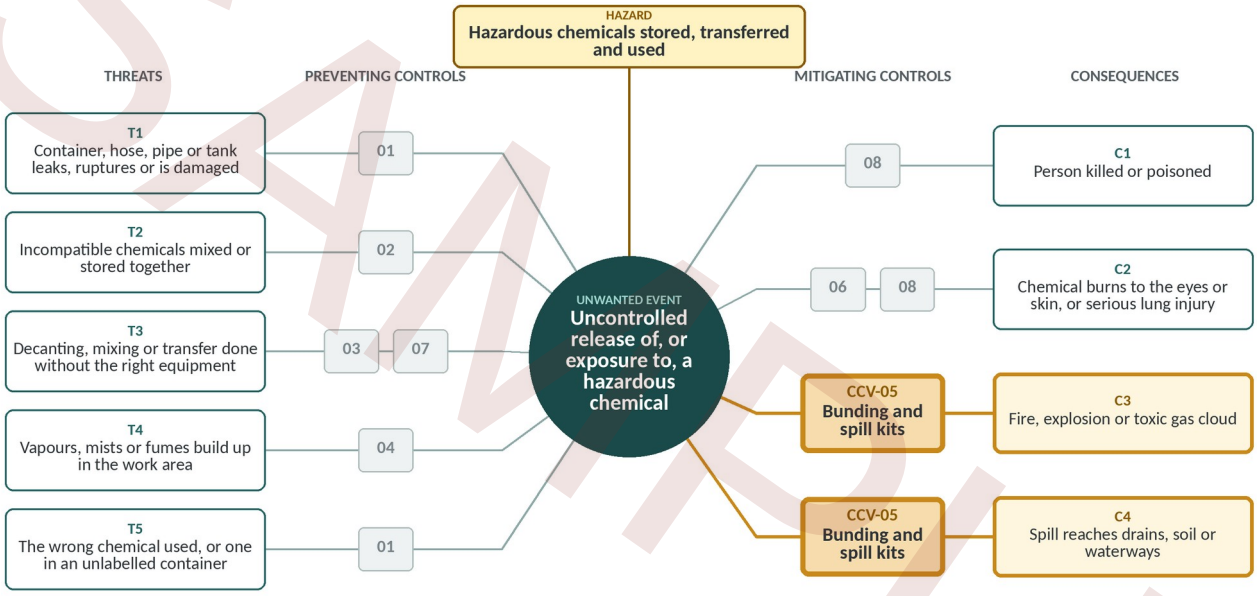
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CCV-05 Bunding and spill containment, with spill kits at hand

Critical Control Verification · Mitigating control · Hazardous chemical exposure and release

Site or location		**Plant or area verified**	
Date and time		**Shift**	
Verified by (name and role)		**Control owner**	

1 Where this control sits on the bowtie



Amber: this control, CCV-05, on consequence lines C3 and C4. Grey numbers: the other critical controls in this pack. Preventing controls sit left of the unwanted event and stop it happening; mitigating controls sit right of it and limit the harm.

2 The control

Control	Bunding and spill containment, with spill kits at hand
Type	Mitigating: it limits the harm once the unwanted event has happened.
It sits on	Consequence C3: Fire, explosion or toxic gas cloud; consequence C4: Spill reaches drains, soil or waterways
Hierarchy of control	Engineering
Objective	Contain any spill or leak where it happens: bunds or spill pallets sized for the largest container, drains protected, and spill kits suited to the chemicals close by, so a release cannot spread, reach drains or meet incompatibles or ignition sources.
Why it is critical	A spill that spreads can reach a drain, a waterway, an ignition source or another chemical. Containment keeps a small release small.

3 Performance requirements

What the control must achieve. The checklist in part 5 tests each one.

No.	The control must meet this requirement
R1	Liquids are stored on bunds or spill pallets with capacity for the largest container, or the volume the code and standards require.

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Field-ready Critical Control Verification forms for hazardous chemical exposure and release: one for each of the 8 critical controls that stop a uncontrolled release of, or exposure to, a hazardous chemical, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

What the full product contains

- **8 Critical Control Verification forms, one per critical control (5 preventing, 3 mitigating): each with its bowtie, objective, performance requirements, failure modes, a Pass / Fail / Non-conformance checklist, the overall result, actions, a page of prompts for talking to the people who use the control, and sign-off**
  03_CCV_FORMS/ (Word and PDF)
- **The critical controls: CCV-01 Sound, labelled containers (preventing); CCV-02 Incompatibles kept apart (preventing); CCV-03 Safe transfer equipment (preventing); CCV-04 Ventilation working (preventing); CCV-05 Bunding and spill kits (mitigating); CCV-06 Eyewash and showers (mitigating); CCV-07 PPE for decanting (preventing); CCV-08 Emergency response (mitigating)**
  03_CCV_FORMS/CCV-01 to CCV-08
- **The full bowtie for hazardous chemical exposure and release on one page: every threat, consequence and critical control**
  02_BOWTIE/Hazardous Chemical Exposure and Release Bowtie.docx and .pdf
- **The CCV schedule: who verifies each control, how often by exposure, the method and the record**
  04_CCV_SCHEDULE/CCV Schedule.docx and .pdf
- **The CCV schedule workbook: suggested frequency by exposure, next due dates and status by formula, dropdowns, no macros**
  04_CCV_SCHEDULE/CCV Schedule.xlsx
- **How to use these CCVs: the method, scoring, the response to a Fail or Non-conformance, frequency, and adapting the set to your site**
  01_START_HERE/How to Use These CCVs.docx and .pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
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