WHS DOCUMENTS & TEMPLATES

DOC-HCR-TPL · Hazardous Chemicals Register

Product Overview

For: Australian businesses that use, handle or store hazardous chemicals: workshops, cleaning, manufacturing, warehouses, laboratories, supervisors and WHS advisers

Version 1.0 · 15 November 2026

SAMPLE

An Excel register of every hazardous chemical at the workplace, with its safety data sheet, quantity, location and controls, missing or old SDSs flagged, and a chemical risk assessment for each product.

List each product once: supplier, use, location, the largest quantity held, whether its SDS is held and current, whether it is a hazardous chemical or dangerous goods, the date its risks were assessed, its key controls, PPE and whether health monitoring is needed. A missing SDS shows red, and an SDS older than five years or marked for updating shows amber.

The Chemical Risk Assessment (Word and PDF) works through one product: what its SDS says, how it is used at the workplace, the controls from the most effective down, the emergency arrangements and health monitoring, and the result.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel hazardous chemicals register: SDS held and issue date flagged, quantities, locations, controls and PPE, a worked example	02_TEMPLATE/Hazardous Chemicals Register.xlsx
Chemical risk assessment: what the SDS says, how it is used, controls most effective first, emergencies and health monitoring	02_TEMPLATE/Chemical Risk Assessment.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Workshops, warehouses, cleaning services, factories and laboratories that keep chemicals on site
- Supervisors and store managers who receive and store chemicals
- WHS advisers setting up a register the workers can actually use

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training.oranaskillscentre.com/documents/hazardous-chemicals-register

How to Use This Template

How to complete, adapt and keep the hazardous chemicals register

1 What this template is for

The register is the list of every hazardous chemical at the workplace, with its safety data sheet, so workers and emergency services can find out quickly what is there and how to deal with it. The risk assessment turns each SDS into controls for the way the chemical is actually used.

2 How to use it

Step	What to do
1	Walk every store, workshop, cleaner's cupboard and vehicle, and list each product by the name on its label.
2	Get the current SDS for each from the supplier. An SDS is generally reviewed at least every five years.
3	Check section 2 of each SDS: if the product is classified as hazardous, it goes on the register.
4	Assess the risks of each hazardous chemical with the Chemical Risk Assessment, starting with the most hazardous and the most used.
5	Put the controls in place, most effective first: eliminate or substitute where you can, then ventilation, storage and safe systems, then PPE.
6	Keep the register and the SDSs where workers can get to them, and tell the emergency services where they are.
7	Update the register when a product arrives or leaves, and review it at least every year.

3 Who does what

Who	What they do
Store manager or supervisor	Adds products as they arrive, gets the SDS, and removes products no longer used
Workers who use the chemicals	Read the label and SDS, use the controls and PPE, and report spills and symptoms
Person who looks after WHS	Checks the register, the risk assessments and the health monitoring are current

4 The law, in brief

The WHS laws require a business to keep a register of the hazardous chemicals used, handled or stored at the workplace, listing each chemical with its current safety data sheet, kept up to date and readily accessible to workers and anyone else likely to be affected. The business must also manage the risks, make sure containers are correctly labelled, keep exposure below the exposure limits, and provide health monitoring where the regulations require it.

In Victoria, the OHS Regulations require a register of hazardous substances (the product names and a copy of each SDS), readily accessible to employees, and dangerous goods have their own storage and handling regulations. This register covers both.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each with its own variations. Victoria has its own Occupational Health and Safety (OHS) laws. The template uses plain terms that work in every jurisdiction; the state and territory notes below show where the law differs.

5 State and territory notes

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[Company name]

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Chemical Risk Assessment

Assess the risks of one hazardous chemical, from its safety data sheet and the way it is used here

Product name (as on the label)		**Supplier**	
SDS issue date		**Assessed by**	
Workers consulted		**Date and review date**	

1 What the SDS says

From the SDS	Details
Hazard classification, signal word, pictograms and hazard statements (section 2 of the SDS)	
Exposure limits and whether health monitoring is needed (section 8)	

The rest of this page, and the rest of this document, are in the full product.

SAMPLE

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Hazardous Chemicals Register

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An Excel register of every hazardous chemical at the workplace, with its safety data sheet, quantity, location and controls, missing or old SDSs flagged, and a chemical risk assessment for each product.

What the full product contains

- **Excel hazardous chemicals register: SDS held and issue date flagged, quantities, locations, controls and PPE, a worked example**
  02_TEMPLATE/Hazardous Chemicals Register.xlsx
- **Chemical risk assessment: what the SDS says, how it is used, controls most effective first, emergencies and health monitoring**
  02_TEMPLATE/Chemical Risk Assessment.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.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)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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