

# LA TROBE UNIVERSITY

## GUIDELINES FOR THE HAZARDOUS SUBSTANCES AND DANGEROUS GOODS REGISTER

---

### PURPOSE

The purpose of these guidelines is to assist personnel with the preparation, maintenance and review of the hazardous substances and dangerous goods register.

### REGISTER REQUIREMENTS

All Hazardous Substances and Dangerous Goods used in the workplace must be identified and listed in a Register.

A Register is a requirement of both the Occupational Health and Safety (Hazardous Substances) Regulations 1999 and the Dangerous Goods (Storage and Handling) Regulations 2000. The Regulations allow for the two Registers to be combined into one.

The Hazardous Substances and Dangerous Goods (HSDG) Register must contain the following:

- a list of the names of all Hazardous Substances in the workplace
- a list of the names of all Dangerous Goods in the workplace
- a current, compliant Material Safety Data Sheet (MSDS) for each substance (the Register can be placed at the front of the MSDS folder if MSDS are hard copies or ).
- an indication of whether the chemical has been classified as a "Hazardous Substance" or "Not Classified as a Hazardous Substance".
- an indication of whether the substance has been classed as a "Dangerous Good".
- the Class the chemical is assigned to (if it has been determined to be a Dangerous Good. Found on MSDS)
- the Subsidiary Risk (if one has been assigned to the chemical. Found on MSDS)
- the Packing Group (if one has been assigned to the chemical. Found on MSDS)
- the size of the container the chemical is being held in
- the location of the chemical (that is room number, level and building, even location in room)

(N.B. You may list all the chemicals in the Department/School in the HSDG Register including those not classified as Hazardous Substances or as Dangerous Goods. You may add whatever information you desire to the Register **so long as the information outlined above is included.**)

In addition the Register may be a readily identified folder (normally orange folders at La Trobe University) located in the workplace with an index as shown in Appendix 8.5.

All MSDs in the register should have issue dates within the last 5 years.

The HSDG Register must be **regularly maintained** and **updated** when:

- **any** new Hazardous Substances and/or Dangerous Goods is/are introduced to the workplace;
- the use of existing Hazardous Substances and/or Dangerous Goods is discontinued; and
- revised MSDS are provided by the manufacturer, importer or supplier for any Hazardous Substance or Dangerous Good.

The HSDG Register must be readily accessible to any employee who has the potential to be exposed to Hazardous Substances or Dangerous Goods in the workplace. Employees should know the location of the Register. Store in a central location or ensure every affected person has access to it.

If the use of a substance is to be permanently discontinued, it should be removed from the Register. Departments/Schools should set up a separate Register of Hazardous Substances and Dangerous Goods which lists all Hazardous Substances and/or Dangerous Goods previously used in the workplace but are no longer done so.

Substances used periodically or seasonally may remain on the Register.

Table 1 below is a sample HSDG Register. It contains all the information which must be included.

The HSDG Register should be prepared on an Excel spreadsheet format as this will enable easier data manipulation and reporting.

Other areas or units of the University should be granted access to the HSDG Register such as OHS unit.

**Table 1: Sample HSDG Register with information required on HSDG Register**

**Building and Room number:** \_\_\_\_\_

PRODUCT NAME	HS	DANGEROUS GOODS					Volume of Container Haz. Subs./ Dangerous Good	MSDS DATE
		DG	UN No	C	SR	PG		
Chlorine	Y	Y	1993	2.3		III	2 x 2.5 l	AUG 97
TOLUENE	Y	Y	1263	2.3	2.3	II	2.2	NOV 98

**Where:** Building, level and room number where HS and DG stored and used.

- HS** Hazardous Substance (In this column write Y (yes) if it is or N (no) if is not)
- DG** Dangerous Good (Y (yes) if it is, N (No) if it is not)
- UN No** United Nations Number. Written on the MSDS. A system of four digit numbers assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods. A number assigned to a substance or group of substances with similar qualities.
- C** Dangerous Good Class chemical assigned to if it is a Dangerous Good
- SR** Subsidiary Group assigned to if it is a Dangerous Good and if this is applicable
- PG** Packing Group assigned to Dangerous Goods. Only complete if applicable
- Volume of container in which the Hazardous Substance and/or Dangerous Good is held.**
- MSDS Date** Date on MSDS. This information is required and important to ensure all MSDS are less than 5 years old.