



Chemical Handling, Storage and Disposal Checklist

conducted for

Unilib Manufacturer

Date and Time of Inspection

14 May 2018 01:41 PM

Inspected by

Jona Kenz

Location

67 Castlereagh St, Sydney NSW 2000, Australia

Completed on

14 May 2018 02:35 PM





Score

28/38.0 - 73.68%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Do employees wash their hands before and after handling chemicals?	No	Remind all employees to wash their hands before and after chemical handling
Is the working area clean and tidy?	No	Remove unnecessary things
<div data-bbox="92 555 308 768" data-label="Image"> </div> <p data-bbox="140 779 256 801">Appendix 2</p>		
Are chemical spill kits available with instructions on how to use them?	No	Chemical spill kits are not available in working area
Are all chemical containers clearly labeled?	No	Missing labels
<div data-bbox="92 1070 308 1283" data-label="Image"> </div> <p data-bbox="140 1294 256 1317">Appendix 3</p>		
Are all chemical containers free from dents and in good working condition?	No	Remove this
<div data-bbox="92 1485 308 1697" data-label="Image"> </div> <p data-bbox="140 1709 256 1731">Appendix 4</p>		

Question	Response	Details
Are hazardous chemicals stored properly?	No	Dispose these waste items
 <p data-bbox="140 506 256 533">Appendix 5</p>		
Are signs clearly displayed?	No	No signages in the vicinity
Are waste chemicals labeled as waste and stored in a suitable location until final disposal?	No	Hazardous waste chemical not labeled
 <p data-bbox="140 1021 256 1048">Appendix 6</p>		
Is the sink clearly marked up?	No	Add signage
 <p data-bbox="140 1397 256 1424">Appendix 8</p>		
Are "Hazardous Waste" signs in place and clearly visible?	No	No labels
 <p data-bbox="140 1814 256 1841">Appendix 9</p>		

Actions


#1. Provide chemical spill kit




Assignee: john@unilib.com
Priority: HIGH
Due Date: 15 May 2018 02:20 PM
Audit: Unilib Manufacturer / 14 May 2018 / Jona Kenz
Linked to item: Are chemical spill kits available with instructions on how to use them?
Status: To Do



#2. Put signage on the storage area



Assignee: mark@unilib.com
Priority: HIGH
Due Date: 15 May 2018 02:20 PM
Audit: Unilib Manufacturer / 14 May 2018 / Jona Kenz
Linked to item: Are signs clearly displayed?
Status: To Do



Inspection - 28/38 73.68%


Question	Response	Details
Description of worksite activities	Hazardous chemicals to be used for shampoo production	
List hazardous chemicals and substances that are handled, stored and disposed of	1. Sodium Lauryl Sulfate 2. Phenoxyethanol 3. Triclosan 4. Polysorbates	
PEOPLE		Score (5/6) 83.33%
Are all workers trained in safe procedures when working with hazardous chemicals?	Yes	
Are all employees wearing appropriate PPE?	Yes	All Employees are wearing appropriate PPE when handling chemicals
 <p>Appendix 1</p>		
Are all employees aware of emergency procedures in case of an accident involving hazardous chemicals?	Yes	
Are all employees aware of the Permissible Exposure Limits (PEL)?	Yes	
Do employees follow safe handling instruction of hazardous chemicals?	Yes	
Do employees wash their hands before and after handling chemicals?	No	Remind all employees to wash their hands before and after chemical handling
WORKING AREA		Score (4/6) 66.67%
Is there an exhaust fan or open window for adequate ventilation, when using hazardous chemicals?	Yes	Good ventilation
Are eye-wash fountains and safety showers provided in areas where corrosive chemicals are handled?	Yes	

Question	Response	Details
Is the working area clean and tidy?	No	Remove unnecessary things
 <p data-bbox="140 472 256 499">Appendix 2</p>		
Are exit doors unobstructed?	Yes	
Are chemical spill kits available with instructions on how to use them?	No	Chemical spill kits are not available in working area
Are respirators stored in a convenient, clean and sanitary location, and are they adequate for emergencies?	Yes	
HANDLING		Score (3/5) 60.00%
Are all chemical containers clearly labeled?	No	Missing labels
 <p data-bbox="140 1272 256 1299">Appendix 3</p>		
<p data-bbox="97 1361 1442 1464">REFERENCE: Chemical containers are clearly labeled [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> 		

Question	Response	Details
Are all chemical container lids tightly sealed?	Yes	
Are all chemical containers free from dents and in good working condition?	No	Remove this
 <p>Appendix 4</p>		
Is all packaging free from leakage?	Yes	
Are chemical substances held in their original container?	Yes	
STORAGE		Score (8/10) 80.00%
Are hazardous chemicals stored properly?	No	Dispose these waste items
 <p>Appendix 5</p>		
Is access limited to authorized personnel only?	Yes	
Does the location and design of the chemical storage rooms and cabinets pass standard regulations?	Yes	
Is there an accurate inventory for the chemicals?	Yes	Updated inventory records
Are minimum quantities of chemicals stored in the work area?	Yes	
Are stored liquid chemicals in a suitable bund?	Yes	
Is illumination sufficient?	Yes	

Question	Response	Details
Are signs clearly displayed?	No	No signages in the vicinity
Are aisles unobstructed?	Yes	
Are appropriate fire extinguishers available?	Yes	
DISPOSAL		Score (8/11) 72.73%
Are waste chemicals labeled as waste and stored in a suitable location until final disposal?	No	Hazardous waste chemical not labeled
 <p>Appendix 6</p>		
Are facilities available for different chemical waste streams (solid waste, liquid waste)?	Yes	
Are bins clearly marked with their waste stream?	Yes	
 <p>Appendix 7</p>		
Are containers tightly closed?	Yes	
Are standard operating procedures established and are they being followed when cleaning up chemical spills?	Yes	
Is there a dedicated sink for acceptable liquid waste?	Yes	

Question	Response	Details
Is the sink clearly marked up?	No	Add signage
 <p>Appendix 8</p>		
Are "Hazardous Waste" signs in place and clearly visible?	No	No labels
 <p>Appendix 9</p>		
Are waste chemicals disposed of promptly?	Yes	
Are all waste containers stored in waste storage area?	Yes	
Are records kept of the chemicals disposed of?	Yes	
COMPLETION		
Any other observations or recommendations	<ul style="list-style-type: none"> - Remind all employees to wash their hands before and after chemical handling - Keep working and storage areas clean - Provide chemical spill kit - Do not accept chemical containers without labels - Remove dented containers - Put signage in the vicinity - Label waste chemical 	
Overall assessment	Non-Compliant	Work on failed items

Question		Response	Details
Inspector's Name and Signature	Jona Kenz	14 May 2018 02:24 PM	

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4



Appendix 5



Appendix 6



Appendix 7



Appendix 8



Appendix 9