



## Hazardous chemicals manifest

### 1 Purpose

The purpose of this technical information sheet is to outline the requirements for Manifest Quantity Workplace (MQW) sites to provide a manifest of their hazardous chemicals for use by emergency services in an emergency.

### 2 Scope

This technical information sheet details:

- (a) the regulatory role of SafeWork NSW for hazardous chemicals in the workplace
- (b) requirements for the hazardous chemicals manifest
- (c) contents of the manifest including a site plan of the workplace, and
- (d) locations for the manifest acceptable to Fire and Rescue NSW (FRNSW).

### 3 Application

This document applies to any workplace using, handling or storing hazardous chemicals in quantities that exceed the manifest quantities prescribed in [Schedule 11](#) of the *Work Health and Safety Regulation 2017 (WHS Reg.)*. Such workplaces are known as a Manifest Quantity Workplace (MQW).

This document is intended to be used by any person conducting a business or undertaking (PCBU) of a building, facility or site using, storing and handling above manifest quantities of hazardous chemicals.

### 4 The regulatory framework

#### 4.1 SafeWork NSW

4.1.1 SafeWork NSW is the regulatory authority for hazardous chemicals within the workplace and NSW Resources Regulator is the regulatory authority for hazardous chemicals within mines and petroleum sites.

4.1.2 [Clause 347](#) of the *WHS Reg.* requires a manifest be provided and maintained when the manifest quantity for the Schedule 11 hazardous chemical, or group of Schedule 11 hazardous chemicals, is exceeded.

**Note:** Schedule 11 hazardous chemicals are all classified as dangerous goods under the ADG code and considered high risk in an emergency. Refer to [Schedule 11](#) of the *WHS Reg.* for actual manifest quantities.

4.1.3 [Clause 348](#) of the *WHS Reg.* requires any PCBU who begins using, storing or handling Schedule 11 hazardous chemicals above manifest quantities to notify the regulator of the quantities, locations and storage of such chemicals.

**Note:** The hazardous chemicals [notifications process](#) is available on the SafeWork NSW website at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au).

- 4.1.4 The regulator must also be notified of any significant change in risk that is reflected by an amended manifest including notable changes in the chemicals used/stored, quantities, locations, storage method, or any cessation of manifest quantities at the workplace.

## 4.2 Fire and Rescue NSW

- 4.2.1 FRNSW is an emergency service organisation having jurisdiction over emergency incidents that involve hazardous materials (i.e. chemicals). FRNSW also provides advice on fire safety matters to the community including agencies such as SafeWork NSW.

- 4.2.2 [Clause 347](#) of the *WHS Reg.* requires the PCBU keep the manifest in a location agreed to by FRNSW, be readily accessible in an emergency, and be available for inspection.

**Note:** Refer to Section 6 for manifest locations acceptable to FRNSW.

- 4.2.3 [Clause 361](#) of the *WHS Reg.* requires the MQW to submit an emergency plan to FRNSW. If FRNSW provide the PCBU with written recommendations about the emergency plan, these changes must be incorporated into the plan and be resubmitted to FRNSW.

**Note:** For more information refer to [Code of practice for managing the work environment and facilities](#) from SafeWork NSW. Use the 'Lodge an emergency plan' form, available from [www.fire.nsw.gov.au](http://www.fire.nsw.gov.au), when submitting an emergency plan.

## 5 Manifest requirements

### 5.1 Content of manifest

- 5.1.1 The manifest provides firefighters with information on the location, quantity and type of certain high-risk hazardous chemicals so they can respond accordingly in an emergency.

**Note:** It is important that the manifest is always kept up to date.

- 5.1.2 The [Notification for Schedule 11 hazardous chemicals and abandoned tanks](#) guidance material from SafeWork NSW should be used when preparing the manifest.

- 5.1.3 The manifest must contain information as prescribed in [Schedule 12](#) of the *WHS Reg.* including:

- (a) The name of the person conducting the business or undertaking
- (b) The address of the workplace
- (c) The date the manifest was last amended or prepared
- (d) Business hours and after hours contact numbers for at least 2 persons that may be contacted if there is a notifiable incident at the workplace, and
- (e) The identification of the hazardous chemicals used, handled or stored detailing:
  - the name of the chemical / proper shipping name
  - the quantity of the chemical
  - the UN Number, and
  - the classification and division.

**Note:** An example of a manifest is provided in Appendix D of the [Notification for Schedule 11 hazardous chemicals and abandoned tanks](#) guidance material.

### 5.2 Site plan of workplace

- 5.2.1 FRNSW require two (2) A3 laminated copies of the site plan be provided with the manifest: The site plan must be scaled and clearly legible to firefighters even in dimly lit conditions.

- 5.2.2 The site plan should include:

- (a) The locations of hazardous materials

- (b) Main entrance and other places of entry and exit from the workplace
- (c) Essential site services, including fire services and isolation points for fuel and power
- (d) All drains on the site
- (e) The location of the manifest
- (f) The direction of true north
- (g) The nature of the occupancy of adjoining sites or premises

**Note:** More than one diagram may be needed. Refer to Appendix E of the [Notification for Schedule 11 hazardous chemicals and abandoned tanks](#) guidance material for an example site plan.

## 6 Location of manifest

- 6.1 The manifest must always be kept on the premises in a place easily accessible to FRNSW.
- 6.2 The location of the manifest will be dependent on the layout of the building, facility or site, but typically is located at the first suitable location for arriving vehicles. The following are acceptable locations for the manifest:
  - (a) at the hydrant booster assembly if fitted (this is the preferred location)
  - (b) at main site entrance adjacent to the 'HAZCHEM' outer warning placard
  - (c) inside the security gatehouse or similar if staffed 24 hours 7 days
  - (d) at alternative vehicular entrances adjacent to the 'HAZCHEM' outer warning placard (where provided).
- 6.3 The manifest should be kept within a weatherproof 'emergency information' container secured with a 003 lock to prevent unauthorised access (i.e. a locked box).
- 6.4 The emergency information container is to be readily identifiable and prominently labelled. FRNSW prefers the container to be coloured red with white 'Emergency Information' and 'HAZMAT' lettering, minimum 40mm height, across the front of the container.
- 6.5 The emergency information container should include:
  - (a) the hazardous chemicals manifest
  - (b) two (2) A3 laminated copies of the site plan (can be neatly folded in half), and
  - (c) a copy of the emergency plan for the workplace.



Figure 1 Example of emergency information container

## 7 Contact us

For further information contact the Fire Safety Branch on (02) 9742 7434 or email [firesafety@fire.nsw.gov.au](mailto:firesafety@fire.nsw.gov.au).