

1.0 Purpose

2.0 Scope

3.0 Procedure

[3.1 Hazardous Chemical Register](#) | [3.2 Manifest of Schedule 11 Hazardous Chemicals](#) | [3.3 Placarding](#) | [3.4 Stocktaking Chemicals](#) |

4.0 Definitions

This procedure outlines the requirements for safe and effective management of a chemical inventory at Griffith University. The procedure aims to minimise risks to personnel and property and ensure continuing legislative compliance.

This procedure applies to all staff, students, contractors and other relevant persons engaged by Griffith University that procure, use, store and dispose of chemicals as part of their work, research or study. It encompasses all aspects of chemicals management, except for managing asbestos, biological or radioactive materials (refer to specific procedures for these hazards).

Note: The terms Hazardous Chemicals Register, Chemical Register and Manifest are used interchangeably at Griffith University, with each term referencing a specific legislative requirement.

Accountability: Chemical Custodians

Maintain a Chemical Register in Chemwatch using the Manifest function. Include the following in the register:

- The location,
- The product name,

GHS refers to the Globally Harmonized System of Classification and Labelling of Chemicals, which is a standard developed and published by the United Nations.

SDS refers to a safety data sheet prepared under Section 330 or 331 of the WHS Regulation.

WHS Regulation refers to the *Work Health and Safety Regulation 2011* (Qld).

