Example of a Manifest

A manifest provides information on hazardous chemicals for use by emergency services. A manifest must be prepared for a workplace which stores hazardous chemicals above the manifest quantities listed in the model Work Health and Safety (WHS) Regulations.

This example is provided to help businesses develop manifests that meet the requirements of the model WHS Regulations. The layout used here is not mandatory but shows the information to be included. The amount of information required will depend on the size and complexity of the workplace.

**Note**: if you store manifest quantities of hazardous chemicals at your workplace, you must notify [your WHS regulator](https://www.safeworkaustralia.gov.au/whs-authorities-contact-information) and supply a copy of the manifest for your workplace. You must also provide a copy of your emergency plan to your primary emergency service provider (typically the local fire service). Your WHS regulator can assist you if you are not sure whether your business is covered by this requirement.

Some states and territories may have additional requirements, including licencing, for the storage of hazardous chemicals or dangerous goods. The [WHS regulator in your state or territory](https://www.safeworkaustralia.gov.au/whs-authorities-contact-information) should be contacted for further information.

## EXAMPLE MANIFEST

|  |  |
| --- | --- |
| Workplace information | |
| Business name | XYZ CHEMICAL COMPANY PTY LTD |
| Trading name (if different) | XYZ CHEMICALS |
| Address of the workplace | 1234 ABC Street, Canberra, ACT 2601 |
| Date this manifest was prepared | 1st January 2019 |

EMERGENCY CONTACTS

Both business hours and after hours telephone numbers for at least 2 persons who may be contacted if there is a notifiable incident at the workplace.

|  |  |  |
| --- | --- | --- |
| Name | Position | Telephone |
| L Dodgson | Production Supervisor | B/H: 12 345 678 A/H: 91 011 121 |
| R Swanson | Director | B/H: 31 415 161 A/H: 71 819 202 |

HAZARDOUS CHEMICALS STORED IN BULK

This should include chemicals not stored in a container, for example a stockpile.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Hazardous chemicals | | | | | Storage Area | | | | |
| **Shipping Name** | **UN No.** | **Class** | **Sub Risk** | **Packing Group** | **Type of Area** | **Design capacity** | **Diameter** | | **Quantity** |
| SA1 | Sulphur | 1350 | 4.1 |  | III | Open area | 60,000kg | | 8m | 20,000kg |
|  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  | |  |  |
|  |  |  |  |  |  |  |  | |  |  |

Notes:

* ‘Area’ should correspond to the locations in the site plan.
* The ‘Class/Division’ of flammable liquids category 4 is ‘Combustible liquid’.
* For Unstable explosives, Organic Peroxide Type A or Self-reactive substance type A, the name of the hazardous chemical is the same as is stated in the ADG code. The ‘Class/Division’ is ‘Goods too dangerous to be transported’.
* For all other hazardous chemicals, ‘Class/Division’ is specified in Table 3.2.3 of the Australian Dangerous Goods Code.
* ‘Type of area’ might include ‘Roofed Store’, ‘Drum store’ etc.

HAZARDOUS CHEMICALS STORED IN TANKS

This does not include hazardous chemicals stored in intermediate bulk containers (IBCs).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Hazardous chemicals | | | | | Tanks | | | |
| **Shipping Name** | **UN No.** | **Class** | **Sub Risk** | **Packing Group** | **Type** | **Capacity** | **Diameter** | **Quantity** |
| DGT1 | Methanol | 1230 | 3 | 6.1 | II | u/g | 30,000L | 3m | 20,000L |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Notes:

* The diameter of the tank is required for a fixed vertical tank used to store fire risk hazardous chemicals.
* Type refers to underground (u/g) or above ground (a/g).

PACKAGE STORES

This includes stores of IBCs.

### Package store 1

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Hazardous chemicals | | | | | Storage Area | | | |
| **Shipping Name** | **UN No.** | **Class** | **Sub Risk** | **Packing Group** | **Type of Area** | **Average Quantity** | **Largest Quantity** | |
| PS1 | Chlorine | 1017 | 2.3 | 5.1 8 |  | Cylinders in use | 70L | | 70L |
|  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  | |  |

### Package store 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Hazardous chemicals | | | | | | | Storage Area | | | | |
| **Shipping Name** | **UN No.** | **Class** | **Sub Risk** | | **Packing Group** | | **Type of Area** | **Average Quantity** | | | **Largest Quantity** |
| PS2 | Organophosphorus  pesticide, liquid,  toxic | 3018 | 6.1 |  | | II | Roofed store | | | | 2,000L | 2,500L | |
|  |  |  |  | |  |  | |  | |  | |  |
|  |  |  |  | |  |  | |  | |  | |  |
|  |  |  |  | |  |  | |  | |  | |  |

## MANUFACTURING AREAS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Hazardous chemicals | | | | | Manufacturing Area | |
| **Shipping Name** | **UN No.** | **Class** | **Sub Risk** | **Packing Group** | **Average Quantity** | **Largest Quantity** |
| MA1 | Isopropanol (Isopropyl alcohol) | 1219 | 3 |  | II | 2,500L | 4,000L |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

## CHEMICALS IN TRANSIT

A chemical is considered ‘in transit’ if it:

* is supplied to, or stored at, a workplace in containers that are not opened at the workplace; and
* is not used at the workplace; and
* is kept at the workplace for not more than 5 consecutive days.

Providing all the associated transport documents are kept with the manifest, then a separate table like the one below is not required.

### Transit Areas

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Hazardous chemicals | | | | | | Transit Area | |
| **Shipping Name** | **UN No.** | **Class** | **Sub Risk** | **Packing Group** | | **Average Quantity** | **Largest Quantity** |
| TA1 | Krypton, compressed | 1056 | 2.2 |  |  | 500L | | 1,000L |
|  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  | |  |

## SIGNATURE

Manifest approved by: …………………………..

Position: ………………………….

Date: ……………………….

Signature: ……………………….