

# 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](#) 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](#) 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: .....