Chemical Manifests vs Chemical Inventories

The terms chemical manifest and chemical inventory are often used interchangeably at UQ however they are two different documents, each with distinctive legislative requirements. The documents meet differing needs with the chemical inventory of greater relevance for most UQ staff and students.

The *Queensland Work Health and Safety Act, 2011* (Act) regulates the storage and handling of hazardous chemicals which includes requirements for chemical manifests and inventories. A person conducting a business or undertaking (PCBU) in Queensland is obliged to comply with the legislation and in the case of hazardous chemicals, specifically sections in Chapter 3 and Chapter 7.1 of the *Work Health and Safety Regulation, 2011* (Regulation).

**Chemical Manifests**

Under Section 347 of the Regulation, a PCBU must submit a notification to Workplace Health and Safety Queensland if hazardous chemicals are used, stored or handled at a workplace in excess of manifest quantities prescribed in column 5 of Schedule 11 of the WHS Regulation.

In addition to the chemical manifest and as per Section 348 of the Regulation, the PCBU must also supply details of the workplace including the location, types and quantities of hazardous chemical stored in bulk/tanks/IBC’s, chemicals being manufactured at the premise, chemicals in transit and site plans.

The primary purpose of the chemical manifest is to convey important information regarding the chemicals present and site layout to emergency services in the event of a fire, chemical spill or other relevant emergency situation. A site’s chemical manifest must be stored in an agreed location with Queensland Fire and Emergency Services.

A chemical manifest is a cumulative total of all hazardous chemicals across an entire site and at UQ chemical manifest notifications to Workplace Health and Safety Queensland are compiled and submitted by the OHS Division.

**Chemical Inventories**

Section 346 of the Regulation details requirements for maintaining chemical registers which are referred to as chemical inventories here at UQ. A chemical inventory is a list of all chemicals used, stored and handled at a particular workplace and may include both hazardous and non-hazardous chemicals.

The purpose of a chemical inventory is to provide workers with information regarding the chemicals used at their particular workplace and may include hazards, first aid information, label and storage requirements, PPE recommendations, safety data sheets etc. The inventory is to be made readily accessible to all workers within the space that may be affected by the chemicals use.

A chemical inventory is a local management tool and may include information for a specific room or individual lab group where space is shared. At UQ chemical inventories are maintained electronically through Chemwatch and require periodic updating to ensure the information remains current. Information contained within local chemical inventories is consolidated to form UQ’s chemical manifest notification.

It is the responsibility of all hazardous chemicals users to ensure an up to date chemical inventory is maintained in Chemwatch for their local area.

**Contact for Additional Information**

For further information, contact your local Work Health and Safety Manager/Coordinator, or the UQ OHS Division:

Phone: +61 7 336 52365  
Email: ohs@uq.edu.au