

Basic Training Module Chemical Management

Example Module 3:

Checklist - Safe Chemical Storage

		Yes	Further Action Needed	No Action Needed	What Action Do You Propose?
	Responsibilities Assigned				
1.	Have you assigned a person exclusively being in charge of the chemical store(s)?				
2.	Do you know the qualification this person?				
3.	Is the person regular employee? Chemical supply:				
4.	Do you verify that only properly labelled chemical containers are being allowed into your factory?				
5.	Do you use mechanized means of unloading the chemicals? (e.g. forklift, crane) If not, do you use an elevated unloading platform with a ramp?				
6.	Are the chemicals being unloaded by your own workers?				
7.	Are the workers being supervised by an experienced supervisor or person in charge of chemical storing while handling chemicals?				
8.	Are the workers unloading the chemicals experienced and trained in handling the substances?				
9.	Are the workers (regardless your own or external) provided with personal protective gear when unloading the chemicals?				
10.	Do the workers use the personal protective gear while unloading the chemicals?				
	Storage organization and inventory				
11.	Do you keep track of the chemical movement and shelf lives of all the chemicals in your storage in a separate chemical inventory?				

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12.	Are the chemical requisitions from the various workplaces being recorded in the chemical store and the respective workplace?				
13.	Does your supplier provide you with the chemical/ material safety data sheets for all the chemicals?				
14.	Do you keep the chemical safety data sheets in a separate file for easy reference?				
15.	Do the workers have access to this information?				
16.	Have you or your supervisor informed the workers unloading or handling chemicals on the hazardous nature of chemicals?				
17.	Do all the chemical containers/bags/ drums/ barrels have proper labels attached - clearly indicating the following:				
	content				
	trade name				
	name/ address/telephone number of the supplier				
	hazard symbols				
	specials risks associated				
	safety and emergency procedures				
18.	Do you or persons assigned by you take samples to check whether the chemicals comply with your quality specifications?				
19.	Do have access to and use facilities to analyses quality/purity of chemicals?				
	Storage layout				
20.	Is the storage area locked?				
21.	Do you keep incompatible chemicals in different storage places? (Criteria: incompatible chemicals have to be stored in separate storage places)				
22.	Do you store chemicals chemical-wise in separate places/on separate pallets?				

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23.	Are the heavier chemical containers stored on the lower racks?				
24.	Are the hazardous liquid chemicals stored on the lower racks?				
25.	Are the designated storage places clearly indicated by separate boards or labels?				
26.	Do you store sulphide-containing chemicals in airtight containers?				
27.	Does the supplier take the containers/barrels/drums back?				
28.	Do you dispose empty chemical containers, barrels as per clearly established procedures or legal requirements?				
29.	Do you clean/rinse all container/barrels before disposing?				
30.	Is the storage building isolated from the factory workplace, welfare installations, powerhouse, and water supply system?				
31.	Does the chemical storage have separate emergency drainage and collection system? (Please note: Also this drainage should be connected to a treatment facility!)				
	Chemical storage emergency procedures:				
32.	Do you have facilities in place to deal with chemical spillage and/or leakage? (e.g. do you keep one spare container/ barrel/etc. for each hazardous substance, bucket of sand...)				
33.	Does the storage area have separate firefighting equipment?				
34.	Do you know which chemicals are considered hazardous? (Please note: Mixing of different chemicals can generated combinations that are even more hazardous!)				
35.	Have you listed out and displayed hazardous chemicals in the store?				
36.	Are the workers dealing with chemicals trained in safe handling them?				

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37.	Do the workers use special tools for taking out chemicals from original storage container? (Spatula, spoons, taps, etc.)				
38.	Do use a separate space/room/location outside chemical storage for preparing chemicals (mixing, diluting...)				
39.	Do you prepare correct chemical mixes/dosages before transporting to workplace?				
40.	Are proper containers used for transferring chemicals from storage to workplaces?				
41.	Do you transport the chemicals on a special trolley/cart instead of carrying by hand?				
42.	Have the workers handling the chemicals at each stage been informed and trained about the hazards involved in handling the chemicals?				
43.	Are these workers trained and capable to take necessary emergency measures to cope with chemical hazards?				
44.	Have you conducted refresher training during the last six months?				
	Personal protection and hygiene				
45.	Do the workers wear all the protective gear (goggles, gloves, footwear, apron, face mask...) as prescribed on the chemical safety data sheets while handling hazardous chemicals?				
46.	Are washing facilities provided to the worker in the staking yard?				
47.	Is a separate first-aid box provided in the storage area?				
48.	Are relevant emergency procedures visibly displayed and understood by each worker in the storage area?				

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