

## Appendix C – Example of a manifest

This example is provided to assist the PCBU to develop a manifest that meets the requirements of Schedule 12 of the *Work Health and Safety Regulation 2011*. The format/layout used here is not mandatory but shows the information to be included. The amount of information will depend on the size and complexity of the workplace. The manifest is to be a readily available document presenting the up-to-date hazardous chemical information clearly and accurately to emergency services for use in an emergency situation.

### Manifest of Schedule 11 Hazardous Chemicals

<b>Person conducting the business or undertaking (PCBU)</b>	XYZ CHEMICALS PTY LTD
<b>Address of premises:</b>	123 Jackson Street, Sydney, NSW 2000.
<b>Date of preparation:</b>	1st January 2015

#### Emergency Contacts

Name	Position	Telephone
B Wright	Production Supervisor	B/H : 0453 345 378 A/H : 07 3425 6345
A Citizen	Safety Manager	B/H : 0452 454 733 A/H : 07 3029 4563

#### Hazardous Chemicals Stored in Bulk (not in container eg stockpile)

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Design capacity	Diameter	Typical quantity
N/A								

#### Hazardous Chemicals Stored in tanks

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Design capacity	Diameter	Typical quantity
DG T1	Methanol	1230		II	UST	30,000L		20,000L
DG T2	Abandoned tank	n/a			UST	30,000L		0
DG T3	Petroleum gases, liquefied	1075			AGT	5000L		3000L
DG T4	Combustible liquid	00C1	n/a	n/a	AGT	10,000L	See note	7000L

Note: tank diameter required for vertical above ground tanks storing fire risk hazardous chemical (does not apply to combustible liquids).

AGT = above ground tank

UST = underground storage tank

n/a = not applicable

#### Packed store 1

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical quantity
PS11	Chlorine	1017	2.3		Cylinders in use	70L		70L

#### Packed store 2

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical quantity
PS2	Organophosphorus pesticide, liquid, toxic	3018	6.1	II	Roofed store			2500L
PS2	Toxic liquid, organic, n.O.S	2810	6.1	III	Roofed store			12,000L

#### Packed store 3

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical quantity
PS3	Carbon disulphide	1131	3		Roofed store	200L		200L
PS3	Isopropanol	1219	3	II	Roofed store			4000
PS3	Kerosene	1223	3	III	Roofed store	8000L		8000L
PS3	Combustible liquid	00CI			Roofed store			2000L

#### Packed store 4

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical Quantity
PS4	Sodium hydroxide solution	1824	8	II	Roofed store			4000L
PS4	Sodium hydroxide solution	1824	8	III	Roofed store			8000L

#### Manufacturing Area

Storage area	Proper shipping name	UN No.	Class/ Division	PG	Type	Capacity	Diameter	Typical Quantity
MA1	Isopropanol	1219	3	II		4000L		2500L
MA2	Sodium hydroxide solution	1824	8	II		2800L		1400L
MA2	Coumarin derivative pesticide, liquid, toxic	3026	6.1	III		1200L		600L

## Appendix D – Example manifest site plan

Name of premises: XYZ Chemicals

Address: 123 Jackson Street, Sydney NSW 2000

Date of this plan drawing: 2nd February 2012

Date of last revision: 1st January 2015

### Legend

Insert descriptions for the various symbols used in plan for clarity

