

WORKPLACE SUBSTANCES SURVEY

Location: _____

Date completed: ____ / ____ / ____

**Forms -
FFACF-046**

Product name and Manufacturer or importer	Description on label Does label contain any signal words?: Hazardous, Caution, Poison, or Dangerous Poison or other advice about specific health effects, or first aid advice Is label illegible or missing? Is product out of date or no longer needed? Is container leaking / corroded / damaged?	What is it for? eg cleaning, adhesive, fuel How much is there? Where is it stored? Where is it used? How is it used? Is it decanted?	Possible Hazardous Substance <input type="checkbox"/> if further investigation required <input type="checkbox"/> <input type="checkbox"/> if transferred to hazardous substances register	Risk Control Action to be taken <input type="checkbox"/> if complete

Completed by: _____

Notes to assist in completion of the workplace substances survey form

All containers must be labeled with information about their contents. It is possible that an inspection will reveal substances that cannot be identified or that should be disposed of for other reasons. Take an indelible pen and sticky labels so you can immediately label these containers during the survey. The container should then be stored by itself, in a safe place until it is known what the substance is, or the substance is disposed of. Do not handle leaking containers during this process.

Label Information	Action
<p>Does label contain any words that signal a possible health effect?</p> <p>Hazardous Caution Poison Dangerous Poison</p> <p>other advice about specific health effects first aid advice</p>	<p>Note the wording of the warning and seek further information from supplier.</p> <p>Cross-reference this information with the location of the product.</p> <p>For example if the product is labeled “keep out of reach of children” is it stored in a locked or unlocked cupboard, high up or low down?</p>
<p>Is label illegible or missing?</p>	<p>Label container immediately</p> <p><i>“Caution do not use: unknown substance”.</i></p>
<p>Is product out of date or no longer needed?</p>	<p>Label container immediately</p> <p><i>“Caution for disposal”.</i></p>
<p>Is container leaking / corroded / damaged?</p>	<p>Label container immediately</p> <p><i>“Caution for disposal”.</i></p>
<p>What is it for?</p>	<p>Indication of type of product will assist prioritizing risk assessment, eg adhesives are usually hazardous</p>
<p>How much is there?</p>	<p>Record the size of the container and number of containers.</p>
<p>Where is it stored?</p>	<p>Does storage match label requirements, e.g. poisons in secure storage, substances requiring storage out of direct sunlight kept out of the sun</p>