

Materials may only be brought onto site after a request for the substance has been approved by the VP HSSEC. This request is to be completed by the person requiring the material on site and forwarded with a copy of the Materials Register and MSDS to the VP HSSEC.

REQUEST

Contractor:			
Name:		Position:	
Signature:		Date:	

MATERIAL DETAILS

Trade Name:			
DM Code:		DG Code:	
Known Hazards:			
Intended Use:			
Location - Use:			
Location - Storage:			
Order Quantity:			
Estimated Usage:			

MANUFACTURER/SUPPLIER

Name:			
Address:			
Phone:		Fax:	

EVALUATION

Are less harmful substances/materials available?	Yes/No
Storage compatibilities assessed?	Yes/No
Can the substance/material be used in a less harmful form?	Yes/No
Control measures currently in use?	
New control measures required?	
Changes to work practices required?	
Additional PPE required?	
Risk Score: Refer over for matrix	

Submit this form, a Materials Register and current MSDS to the HSEC Manager

VP HSSEC Evaluation Only

Approval/Rejection by HSEC Manager			
	YES – THE PRODUCT IS APPROVED FOR USE ON SITE. It must be used in accordance with the MSDS and the additional controls listed above. A current MSDS must be available for the user and all exposed personnel must be trained in its contents.		
	YES – THE PRODUCT IS APPROVED FOR USE WITH THE FOLLOWING RESTRICTIONS: Exposure is maintained to 10% of the allowable limit identified on the MSDS The defined engineering controls and personal protective equipment are used.		
	NO – THE PRODUCT IS NOT APPROVED FOR USE.		
	Reason –		
	Suggested Alternative –		
Name:		Position:	
Signature:		Date:	

RISK SCORE CALCULATOR

RISK CRITERIA			CONSEQUENCES					
			Low	Minor	Moderate	Major	Critical	
			People	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Lost Time Injury (LTI) / Restricted Work Case	Single Fatality	Multiple fatalities
			Environment	Low level environmental impact	Minor effects on biological or physical environment.	Moderate short-term environmental impact	Relatively wide-spread medium long term environmental impact	Widespread long term environmental impact
Operational Impact			Easily fixed up-straight away	Minor damage to equipment; no loss of production	Loss of less than one weeks production	Major damage to facility; loss of less than six months production	Serious problems with future operation of the facility	
LIKELIHOOD	Almost Certain	Expected to occur yearly	High	High	Extreme	Extreme	Extreme	
	Likely	Will probably occur every 1 to 2 years	Moderate	High	High	Extreme	Extreme	
	Possible	Should occur over the next 5 years	Low	Moderate	High	Extreme	Extreme	
	Unlikely	Could occur in 5 to 10 years	Low	Low	Moderate	High	Extreme	
	Rare	May occur over the next 20-30 years	Low	Low	Moderate	High	High	
KEY	Extreme	If residual risks are assessed as being Extreme then task is not authorised.						
	High	If residual risks are assessed as being High then task is not authorised.						
	Moderate	If residual risks are assessed as being Moderate then approval to commence task is required from the responsible Supervisor. Monitor, manage and reduce risk to 'as low as reasonably practicable' (ALARP). Complete a START Card and Job Hazard Analysis (JHA).						
	Low	If residual risks are assessed as being Low then risk level is tolerable. Proceed if authorised by the responsible Leading Hand. Monitor and manage risk. Complete a START Card. Complete a JHA where the inherent risk is assessed as moderate or greater.						