



DTL-HSE-PRO-0018

Hazardous Chemicals Procedure

DTL Health & Safety Management System

Doc No: DTL-HSE-PRO-0018 **Version:** 2.0 — Jun 2026 **Review:** Jun 2027 **Owner:** Annelize Van Tonder
Linked Procedure: DTL-HSE-REG-0001

Describes how hazardous chemicals are recorded, stored, handled and reviewed at DTL so anyone can quickly find the safety information and SDS for every chemical on site. The chemical register and Safety Data Sheets are maintained in the **2iB Chemical Register – SDS**, as required under the WHS Regulations.

1 • Purpose & Scope

Describes how hazardous chemicals are recorded, stored, handled and reviewed at DTL so anyone can quickly find the safety information and SDS for every chemical on site. The chemical register and Safety Data Sheets are maintained in the **2iB Chemical Register – SDS**, as required under the WHS Regulations.

2 • What Must Be on the Register

Every hazardous chemical **stored, handled or used** at the workplace must be listed, with its current SDS. The only exclusions are:

- **In-transit** chemicals — not used and kept on site for no more than 5 consecutive days (list them if they are frequent or in significant quantities);
- **Consumer products** used as a household would — but office hazardous products such as **printer toner and whiteboard cleaner are included**.

3 • Where the Register Lives — 2iB

The register is at **2iB > Home > HSEQ > Safety > HSEQ Registers > Chemical Register – SDS**, on a desktop / laptop or mobile device. All workers with **hse_read** can view it; **hse_admin** is needed to add or edit a chemical or update an SDS.

The register and SDS must be **readily accessible** to everyone who uses, stores or handles the chemicals. Where on-site computer access is limited, keep a **hard copy** where the chemicals are mainly used.

4 • Adding a Chemical — Chemical Detail tab

Open the register, click **Add** and complete the **Chemical Detail** tab (**Department** and **Review Period** are mandatory):

Field	What to enter
Product Identifier	The chemical's product name, exactly as shown on the SDS.
Supplier / Manufacturer	Who supplies it, and who actually manufactures it.
Common Name	The everyday name workers know it by, if any.

Hazardous / Dangerous	Tick to match the classification on the supplied SDS.
Issue Date	The SDS issue date — an SDS is valid for 5 years only.
Quantity	The maximum quantity kept on site.
Storage Location / Notes	Where it is stored, and how to store it safely.
Review Period *	The SDS review interval (days) — 2iB sets the Next Review Date.
SDS Status	Automated — shows Current or Expired.
Inactive	Tick when the chemical is no longer used (keeps history, hides it from lists).

5 · Uploading the SDS — Safety Data Sheet tab

Upload the current SDS on the **Safety Data Sheet** tab. Obtain the SDS only from the actual supplier, importer or manufacturer — it carries the chemical's properties, hazards, safe handling and storage, required PPE, first aid and environmental information.

An SDS is current only if it is **no older than 5 years**. When 2iB shows **SDS Status = Expired** (or the Next Review Date is reached), obtain a fresh SDS from the supplier and upload it.

6 · Storage, Handling & Controls

- label and store each chemical per its SDS and segregation requirements;
- provide the PPE, spill kits and ventilation the SDS requires;
- risk-assess hazardous-chemical tasks under DTL-HSE-PRO-0003;
- manage spills, and dispose of chemical waste lawfully via the Waste Tracking Register (PRO-0023).

7 · Register or Manifest?

A **manifest** is different to the register and is required only where dangerous-goods quantities exceed the thresholds in the WHS Regulations — it carries extra detail for emergency services. Most DTL sites need the register only; check the Regulations if thresholds may apply.

8 · Responsibilities

- **Workers & contractors** — use chemicals per the SDS, wear the required PPE and report any new chemical so it can be registered.
- **Supervisors** — keep the register and SDS current for their area and act on expiring SDS.
- **HSE Owner / Management** — maintain hse_admin control, monitor SDS currency and provide the resources the SDS require.

9 · References

- DTL-HSE-REG-0001 Chemical Register · DTL-HSE-PRO-0003 Risk Management
- DTL-HSE-PRO-0023 Waste Management · DTL-HSE-PRO-0015 PPE

- Work Health and Safety Regulations — hazardous chemicals register & SDS

Approved for issue



Tyson Knight — Director
27 May 2026

2.0 · Jun 2026 · Updated to direct use of the 2iB Chemical Register – SDS (menu path, Chemical Detail + SDS tabs, SDS currency & review) ·
A. Van Tonder · supersedes v1.0