

# STORAGE CHECKLIST

The following checklist sets out basic precautions that everyone who stores hazardous chemicals should take to keep their storage area safe.

- Eliminate unnecessary chemicals. You should safely dispose of unwanted and out-of-date chemicals.
- Correctly dispose of empty containers. Old containers often contain residual chemical that can degrade, generate fumes or react with other chemicals added to the container.
- Ensure all chemicals are clearly labelled. Clean and reattach labels as necessary and ensure any pipework or plant that contains hazardous chemicals are identified through a label, sign or other measures.
- Ensure your register of hazardous chemicals is up-to-date. Your register must include a list of the hazardous chemicals kept or used on site, as well as their current Safety Data Sheet (SDS).
- Ensure your storage area is clean and organised. Make sure bunds are clear, or spill trays are in place and clear. You should get rid of any unnecessary items in the storage area, like combustible materials (wood, rags, etc.) that could be fuel for a fire.
- Ensure incompatible chemicals are separated. You should also make sure incompatible chemicals do not share bunding or drainage systems. You can use signs to make it clear where chemicals should be stored. Liquids should not be stored above solids.
- Inspect storage tanks and containers. Ensure that containers are sealed when not in use and that they are put away correctly. If any containers are leaking or show signs of corrosion, make sure you repackage or dispose of the chemicals.
- Remove any food or personal belongings from the chemical storage area. If food or personal belongings are contaminated they could make someone ill.
- Remove or manage other sources of risk. Where possible, remove ignition sources and machinery that could damage containers. Where necessary, protect chemicals from sunlight.
- Check storage systems. Some chemicals should be stored locked up or refrigerated; others need constant ventilation to ensure hazardous fumes do not build up. Ensure these systems are in place and operating correctly.
- Check firefighting equipment. Make sure your firefighting equipment has been tested recently and is suitable for your chemicals. Where relevant, you should also ensure workers are trained in the use of the firefighting equipment.
- Check spills kits. Ensure there is a suitable way to clean up any chemicals that spill. This includes making sure workers know what to do if there is a spill or leak.