

Victorian School Chemical Management Audit & Action Pack

A management-level health check to identify whether the school can locate the required chemical-management controls, who owns them and what needs follow-up. It is deliberately not a replacement chemical register, SDS collection or risk assessment.

School / campus	Audit date	Principal / delegate	Reviewer

1. Readiness dashboard

Control	Status	Evidence / location	Owner / due
Chemical management responsibility assigned	☐ Complete ☐ Action ☐ N/A		
Backup person identified for continuity	☐ Complete ☐ Action ☐ N/A		
Chemical register current for dangerous goods / hazardous substances	☐ Complete ☐ Action ☐ N/A		
Current SDS accessible for applicable products	☐ Complete ☐ Action ☐ N/A		
Dangerous goods and hazardous substances included in OHS risk register	☐ Complete ☐ Action ☐ N/A		
Required risk assessments completed	☐ Complete ☐ Action ☐ N/A		
Safe Work Procedures completed where required	☐ Complete ☐ Action ☐ N/A		
New-product procurement process understood and used	☐ Complete ☐ Action ☐ N/A		
Prohibited/restricted chemical check built into purchasing	☐ Complete ☐ Action ☐ N/A		
Chemical-store review schedule current and completed as required	☐ Complete ☐ Action ☐ N/A		
Expired/unwanted chemicals identified and disposal actions managed	☐ Complete ☐ Action ☐ N/A		
Storage, labelling and decanting controls reviewed	☐ Complete ☐ Action ☐ N/A		
Emergency/spill arrangements reviewed	☐ Complete ☐ Action ☐ N/A		
PPE and relevant training controls current	☐ Complete ☐ Action ☐ N/A		
Contractor chemical register/SDS access established	☐ Complete ☐ Action ☐ N/A		
Open chemical-management actions have owner and due date	☐ Complete ☐ Action ☐ N/A		

Storage Area & Physical Stocktake Review

Area / store	Responsible person	Review date	Register / Chemwatch folder ref

2. Physical-area checks

☐ Physical products reconcile with the current chemical-management system or discrepancies are listed below.	☐ Unlisted/new products have been isolated from routine use pending review where required.
☐ Products no longer present are identified for register clean-up where appropriate.	☐ Expired, damaged or unwanted products are identified for appropriate disposal.
☐ Original labels are readable; decanted/mixed products are appropriately labelled.	☐ Food or drink containers are not being used to store or decant chemicals.
☐ Storage location and segregation/incompatibility information have been reviewed against current official/SDS information.	☐ Current SDS can be accessed by relevant staff for applicable products.
☐ Required PPE is available and appropriate to the current SDS/risk controls.	☐ Spill/emergency arrangements and relevant equipment are accessible.
☐ Restricted access/security is appropriate to the products and school environment.	☐ Outstanding defects/actions are transferred to the action register with an owner and due date.

Discrepancies / products requiring follow-up

Product / issue	Area	What is missing / inconsistent	Owner	Due

Chemical Management Action Register

3. Close the findings

An audit is only useful if gaps are assigned, evidenced and closed. Reference the authoritative record rather than copying it here.

ID	Action / deficiency	Area	Authority / evidence needed	Owner	Priority	Due	Closed / evidence

Review triggers

Use the pack during the school's planned chemical-store review, after significant changes to chemical holdings/processes, after unresolved inspection findings, or before a management handover. Keep live regulatory details in current WorkSafe and applicable school systems; Victorian government schools should also use current Department systems rather than hard-coding technical thresholds here.

Official resources

WorkSafe Victoria - Safety data sheets

<https://www.worksafe.vic.gov.au/safety-data-sheets>

WorkSafe Victoria - OHS legal duties

<https://www.worksafe.vic.gov.au/occupational-health-and-safety-your-legal-duties>

Department of Education - Chemical Management (Victorian government schools)

<https://www2.education.vic.gov.au/pal/chemical-management/policy>

Department of Education - Chemical Management resources (Victorian government schools)

<https://www2.education.vic.gov.au/pal/chemical-management/resources>