

# Victorian School Chemical Management Responsibility & Handover Record

Use when responsibility changes between a principal, acting principal, delegate, business manager, facilities manager or other key staff member. The aim is continuity: transfer ownership, access and open actions without duplicating official records or recording passwords.

## Security rule

**Do not record passwords, MFA codes or secret access credentials on this form.** Record only that access has been transferred/confirmed and where the approved access process is documented.

| School / campus | Handover date | Outgoing person / role | Incoming person / role |
|-----------------|---------------|------------------------|------------------------|
|                 |               |                        |                        |

## 1. Responsibility and backup matrix

| Responsibility                               | Primary person | Backup person | System / evidence location | Access confirmed |
|----------------------------------------------|----------------|---------------|----------------------------|------------------|
| Principal/delegate chemical oversight        |                |               |                            | [ ]              |
| Chemwatch / chemical register administration |                |               |                            | [ ]              |
| SDS access / currency process                |                |               |                            | [ ]              |
| New chemical purchasing controls             |                |               |                            | [ ]              |
| Approved reorder/substitution schedule       |                |               |                            | [ ]              |
| Chemical stock cards / stocktake             |                |               |                            | [ ]              |
| Scheduled chemical-store review              |                |               |                            | [ ]              |
| Risk assessments / Safe Work Procedures      |                |               |                            | [ ]              |
| PPE / chemical-specific training follow-up   |                |               |                            | [ ]              |
| Contractor chemical records                  |                |               |                            | [ ]              |
| Waste / disposal actions                     |                |               |                            | [ ]              |
| Emergency / spill arrangements               |                |               |                            | [ ]              |

# Handover Verification & Open Actions

## 2. Incoming person verifies the management system can be operated

|                                                                                           |                                                                                                                        |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Chemical register / Chemwatch location and access confirmed.     | <input type="checkbox"/> Current SDS access method confirmed.                                                          |
| <input type="checkbox"/> All chemical storage areas identified.                           | <input type="checkbox"/> Stock-card / receipt-and-issue system location confirmed.                                     |
| <input type="checkbox"/> Approved reorder / substitution schedule located.                | <input type="checkbox"/> Outstanding new-product assessments identified.                                               |
| <input type="checkbox"/> Risk assessments / SWPs and their locations identified.          | <input type="checkbox"/> Training record location and any chemical-specific gaps identified.                           |
| <input type="checkbox"/> Contractor chemical register/SDS access arrangements confirmed.  | <input type="checkbox"/> Open waste/disposal actions transferred.                                                      |
| <input type="checkbox"/> Last store review and next scheduled review identified.          | <input type="checkbox"/> Spill/emergency arrangements and relevant contacts/equipment locations reviewed.              |
| <input type="checkbox"/> Open audit/inspection actions transferred with owners/due dates. | <input type="checkbox"/> Relevant keys/physical access arrangements transferred through the school's approved process. |

## 3. Open actions transferred

| Action | Area | Existing owner | New owner | Due | Evidence / location | Closed                   |
|--------|------|----------------|-----------|-----|---------------------|--------------------------|
|        |      |                |           |     |                     | <input type="checkbox"/> |
|        |      |                |           |     |                     | <input type="checkbox"/> |
|        |      |                |           |     |                     | <input type="checkbox"/> |

Outgoing person acknowledgement / date

Incoming person acknowledgement / date

Principal / delegate acknowledgement / date

### Handover acknowledgement

The acknowledgements record the transfer of responsibility, system access and known open actions. They support continuity but do not replace records and reviews required by the school's applicable OHS and governance processes.

### Official resources

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>