

Victorian School Contractor Chemical Handover & Review

Use when a cleaning, facilities or other external contractor brings, uses or stores chemicals at the school. It helps the school confirm access to contractor chemical information without taking over the contractor's own register or SDS duties.

School / campus	Contractor / provider	Service	Review / handover date
School contact	Contractor contact	Nominated storage area	Next review

1. Contractor chemical controls

☐ Contractor has its own chemical register for chemicals brought to / used at the school.	☐ Current SDS for applicable contractor products are readily accessible to the principal/delegate.
☐ School knows where contractor chemical information can be accessed during an incident or review.	☐ Products stored onsite are in the agreed secure storage location and are appropriately managed.
☐ School-specific site/induction information relevant to chemical risks has been communicated.	☐ Outstanding contractor chemical/storage issues are assigned and tracked to close-out.
where required.	☐ Victorian government - metropolitan: provider confirms current SDS, secure storage and compliance with Department Chemical Management requirements.
☐ Victorian government - metropolitan: any reasonable request for low-allergenic/alternative products is documented with provider follow-up.	☐ Other school/contractor arrangements: checked against the actual signed contract and applicable OHS requirements.
follow-up.	requirements.

2. Product / chemical handover schedule

Exact product	Task / area	Contractor register ref	SDS access/ref	Stored onsite? / location	School register update?	Issue / action

Contractor Chemical Review & Close-out

3. Changes since last review

Change / new product / removed product	Date	Who advised school	Evidence / SDS / register ref	Action / owner	Closed
					☐
					☐
					☐
					☐
					☐

4. Review notes and actions

ID	Issue / action	Owner	Due date	Close-out evidence	Done
					☐
					☐
					☐
					☐
					☐

Official resources

WorkSafe Victoria - Safety data sheets

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

Department of Education - Chemical Management (Victorian government schools)

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

Department of Education - Metropolitan provider responsibilities (Victorian government schools)

<https://www2.education.vic.gov.au/pal/cleaning/guidance/cleaning-metropolitan-melbourne-schools/specific-arrangements-service-provider-responsibilities>