

## Globally Harmonised System of Classification and Labelling of Chemicals (GHS) Checklist

The GHS is a system for chemical classification and hazard communication through harmonised provisions for standardised labels and safety data sheets (SDS) developed by United Nations.

This checklist<sup>+</sup> serves to guide companies in adopting GHS as part of chemical management at the workplace.

To know more about GHS, visit the WSH Council website at [www.wshc.sg/ghs](http://www.wshc.sg/ghs).

Checked by : \_\_\_\_\_

Process/ Location: \_\_\_\_\_

Date : \_\_\_\_\_

No.	Item	Please tick (✓)		Remarks/ Date Complied
		Yes	No	
<b>Competent Person</b>				
1	All hazardous substances are managed by competent person(s) who has the relevant training and experience. (e.g. Understanding chemical labels and SDS; Knowing hazardous substances and their associated risks, precautionary measures, safe work procedures (SWP) and emergency response procedures)			
<b>Risk Assessment</b>				
2	Risk Assessment has been conducted and documented for work processes and/or activities that involve the handling and storage of hazardous substances.			
<b>Training and Instructions</b>				
3	A written hazard communication programme is established and administered by the competent person.			
4	Workers and persons who are exposed to hazardous substances at the workplace are informed of the hazards and risks involved, and the precautionary measures to take.			
5	Workers who handle hazardous substances are trained in the relevant SWP.			
6	Refresher training is provided at least once every 3 years to keep workers current of work processes and hazardous substances used.			
7	Training records are kept and maintained.			
<b>Safety Data Sheets (SDS)</b>				
8	SDS of all hazardous substances are present in the workplace.			
9	All workers and persons who may be exposed to hazardous substances have easy access to and understand the relevant SDS.			
10	All SDS contain 16 sections or information items.			
11	The seller or agent of any hazardous substance, including the manufacturer or supplier, provides the buyer with SDS for the substance, giving accurate and adequate information on the substance.			
12	All SDS are reviewed and, if necessary, revised at least once every 5 years.			
13	SDS is updated within 6 months of receiving new information that necessitates a revision.			

<sup>+</sup> This checklist is not exhaustive. It is for the benefit of improving chemical management at the workplace. You should review the checklist and adapt it to suit your workplace where appropriate.

No.	Item	Please tick (✓)		Remarks/ Date Complied
		Yes	No	
<b>Labels and Warning Notices</b>				
14	All containers* of hazardous substances are affixed with one or more labels (conforming to SS586 requirements) that warn the hazards involved and specify the precautionary measures to take. *any bag, barrel, bottle, box, can, cylinder, drum, intermediate bulk container (IBC) or the like that contains a hazardous substance.			
15	Labels are in languages easily understood by all workers.			
16	Warning notices are displayed prominently at appropriate locations where hazardous substances are handled and stored.			
17	Label is updated within 6 months of receiving new information that necessitates a revision.			
<b>Storage</b>				
18	All hazardous substances are stored such that the risks pose to workers are reduced to as low as reasonably practicable			
<b>Management of Change</b>				
19	WSH hazards and risks associated with material change (e.g. new chemicals) are assessed and addressed by competent person(s).			
20	New workers who handle hazardous substances are trained in the relevant SWP.			
21	All workers are informed of new and/or changes to processes and equipment, and related procedures and controls, where appropriate.			

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