

# Hazardous Substances Inventory

## Instructions for Completing This Inventory:

1. Identify all substances used or stored on church premises, including cleaning products, office supplies, gardening chemicals, and any other potentially hazardous materials.
2. For each substance, obtain a Material Safety Data Sheet (MSDS) from the manufacturer or supplier.
3. Determine whether each substance is classified as hazardous based on the information in the MSDS.
4. Ensure that MSDSs are posted or readily accessible at the point of use for all hazardous substances.
5. Review and update this inventory at least annually or whenever new substances are introduced to the workplace.
6. Ensure that all staff and volunteers who may come into contact with these substances are aware of this inventory and have access to the MSDSs.
7. Store all hazardous substances securely, out of reach of children and unauthorized persons.
8. Provide appropriate personal protective equipment (PPE) for handling hazardous substances as indicated in the MSDSs.
9. Train relevant staff and volunteers on the proper handling, use, and storage of hazardous substances.
10. Maintain a central file of all MSDSs in addition to those posted at points of use.

Remember, proper management of hazardous substances is crucial for maintaining a safe environment for all church staff, volunteers, and visitors. If you have any questions about completing this inventory or managing hazardous substances, please consult with your local Occupational Health and Safety authority.

**Campus Name:** \_\_\_\_\_

Substance	MSDS Obtained	Hazardous Yes/No	MSDS Posted

Signed OH&S Co-ordinator: \_\_\_\_\_

Signed Employee/Voluntary Worker Representative: \_\_\_\_\_

Document Dated (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Next Review Date (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

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