Tracked Substances Record

Part 19 and Schedule 27, Health and Safety at Work (Hazardous Substances) Regulations 2017

One record per product

Organisation (PCBU)	Workplace address	Product or chemical name	Hazard class
Competent person: name and position	Phone	Certificate no. (if a certified handler)	Certificate expiry
Hazard classifications and life-cycle phases certified		Exact location where normally held (building, room, shelf)	

Date	Movement (received, used, transferred, disposed)	In (kg or L)	Out (kg or L)	Balance (kg or L)	Location now, or transfer to (PCBU, address), or disposal method and place	Container ID Name	Person in control	Initials

Keep this where workers can find it. An inspector must be able to identify the exact location from the record within 2 minutes, and find the substance within 1 hour or your ERP time, if shorter.
Transfers: get the receiving PCBU's signed written notification first. Disposal: record manner, date, amount and location. Keep records for 12 months after transfer and 3 years after disposal.