

## GD22 Dangerous substances safety questionnaire

This questionnaire has been worded so that all the correct answers are 'Yes'. If you answer 'No' to any question, you may need to identify and implement further control measures.

<b>Company name</b>		<b>Project title</b>	
<b>Location</b>		<b>Contract no.</b>	
<b>Dangerous substances</b>			
<b>General</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Has a risk assessment been carried out?			
2. Does it indicate that other methods of managing the situation are required (such as a method statement or permit to work system)?			
3. Have employees been made aware of the significant findings of the risk assessment?			
<b>Storage in the open air</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
4. Is the base of the store built of concrete and sloped?			
5. Is there a low-level sill surrounding the base?			
6. Is there a ramp for access to the store over the sill?			
7. Is a sump provided to catch any leaks or spills and is the capacity large enough to contain any leaks or spills?			
8. Is there a roof or cover over the store to protect the contents from direct sunlight?			
9. Is there an adequate separation distance between the store and adjacent buildings or boundaries?			
10. Are appropriate signs displayed (for example, 'Highly flammable' or 'Flashpoint below 32°C')?			
11. Are the correct fire extinguishers provided and positioned adjacent to the store?			
<b>Storage in buildings</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
12. Is the storage building used exclusively for the storage of dangerous substances?			
13. If the store is part of a multipurpose building, is there adequate fire separation from the rest of the building?			
14. Are appropriate signs displayed (for example, 'Highly flammable' or 'Flashpoint below 32°C')?			
15. Is there a sill across the doorway to prevent leaks or spills reaching the open air and is the capacity large enough to contain any leaks or spills?			
16. Is there adequate cross-ventilation at both high and low level?			
17. Is there the required separation distance between the store and adjacent buildings or boundaries?			
<b>Storage at the place of work</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
18. Is there a lockable metal cabinet available to store small quantities for daily use?			
19. Is it marked with the appropriate safety signs?			
<b>Decanting</b>			
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
20. Is decanting done only in the open air or in a fire-resisting building?			
21. Is the decanting located away from any source of heat or ignition?			
22. Are dangerous substances only decanted into small, correctly marked containers with effective closures?			
23. Are funnels correctly used to assist decanting?			
24. Are drip trays positioned to catch any leakages or spillages?			
25. Are suitable absorbents or spill kits available to contain any spillage?			
26. Are metal bins available for used absorbents to be placed in?			
27. Are these bins emptied regularly?			
28. Is contaminated absorbent safely, carefully and properly disposed of?			

## GD22 Dangerous substances safety questionnaire *continued*

Use of dangerous substances	Yes	No	N/A
29. Where dangerous substances are used, is adequate ventilation provided?			
30. If there is a need for mechanical extraction, is the electric motor out of the line of discharge of the fumes?			
31. Are there signs stating 'No smoking' or 'Naked lights'?			
32. Are metal waste bins with lids provided for dangerous substances that are no longer required?			
33. Are the correct warning notices provided?			
34. Are serviceable fire extinguishers of the correct type provided and positioned adjacent to the workplace?			
35. Are containers with lids provided for cleaning brushes?			
Spraying	Yes	No	N/A
36. Have the materials in use been clearly identified?			
37. Are the correct precautions in relation to use and storage being observed?			
38. Is the correct spraying equipment being used?			
39. Is the correct protective clothing and equipment, including respiratory protective equipment (RPE), being worn?			
40. Are the necessary precautions being taken to avoid all ignition risks?			
41. Are warning notices correctly displayed?			
42. Are barriers in use if necessary?			
43. Are serviceable fire extinguishers of the correct type provided and positioned adjacent to the workplace?			
Empty tanks and containers	Yes	No	N/A
44. Are the necessary precautions being taken against the risk of explosion in storage tanks awaiting demolition or dismantling?			
45. Has an explosive gas-free certificate been obtained prior to any hot work? (Check how long the certificate is valid for.)			
46. Is a permit to work system used when work is being carried out on disused or redundant tanks?			
47. Before the tank is entered, have permits to work that deal with all relevant confined space issues been obtained?			
48. Has thought been given to the possibility of contamination around the tank from leakage or spillage?			
49. Has advice been sought from a competent person before work begins?			
Fire emergency procedures	Yes	No	N/A
50. Are the correct types of fire extinguisher provided and suitably positioned adjacent to the store or workplace?			
51. Have the staff been correctly trained to use them?			
52. Are there procedures to call the fire and rescue service (FRS)?			
53. Is there a telephone available to call the FRS?			
54. Is the address of the site displayed on prominent notices conveniently located in offices and near telephones?			
55. Are suitable absorbents or spill kits available to contain any spillage and are employees trained in their use?			

**GD22 Dangerous substances safety questionnaire *continued***

Comments							
Name		Position		Signature		Date	