

FACT SHEET

Schedule 11 hazardous chemical notifications for mine and petroleum sites

March 2021

What are notifiable chemicals?

All chemicals that are used, handled or stored in a workplace under [Schedule 11](#) of the [Work Health and Safety Regulation 2017 \(WHS Regulation\)](#) are notifiable to the NSW Resources Regulator if manifest quantities are exceeded.

There is also a legal requirement to notify of the abandonment of underground, partially underground or fully mounded storage tanks that have been used to store flammable liquids or flammable gas.

Who needs to notify?

A person conducting a business or undertaking at a workplace that is a mine or petroleum site to which the [Work Health and Safety \(Mines and Petroleum Sites\) Act 2013](#) applies that use, handle and store hazardous chemicals in quantities exceeding the manifest quantities outlined in Schedule 11 are required to notify.

Mine and petroleum site operators must now directly notify the Resources Regulator regarding Schedule 11 notifications through the [Regulator Portal](#), replacing the requirement to notify SafeWork NSW.

When do I notify?

The following table outlines the different circumstances of when a mine operator must notify the Resources Regulator.

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WHEN TO NOTIFY	WHAT YOU MUST DO	TIMEFRAME	TYPE OF NOTIFICATION
<p>If you plan to use, handle and store hazardous chemicals at a workplace in quantities that exceed the manifest quantities outlined Schedule 11 in the WHS Regulation</p>	<ul style="list-style-type: none"> • Complete the Schedule 11 Notification for hazardous chemicals form via the Regulator Portal. • Provide a list of the above placard quantities of notifiable chemicals for each chemical storage area. • Provide a site plan of the workplace. 	<p>At least 14 days PRIOR to first use, handling or storage OR immediately after</p>	<p>New notification</p> <p>*If you are not registered on the Regulator Portal you will need to contact CAU@planning.nsw.gov.au to set up a profile</p>
<p>You have previously made a notification but there has been a significant change to the risks associated with using, handling or storing the Schedule 11 hazardous chemicals.</p> <p>This includes a change to the quantity, location or manner of storage of hazardous chemicals or the introduction of new hazardous chemicals onsite.</p>	<ul style="list-style-type: none"> • Log into the Regulator Portal and make changes to the relevant notifiable chemicals you have previously listed including: <ul style="list-style-type: none"> - changes to hazardous chemical quantities - introduction of new hazardous chemicals onsite - a revised site plan if there are changes to storage location or manner of storage or new storage 	<p>At least 14 days PRIOR to the change OR immediately after</p>	<p>Amendment to a current notification.</p>
<p>You wish to update details on your site plan.</p>	<ul style="list-style-type: none"> • Log into the Regulator Portal and update the site plan you have previously provided. 	<p>At least 14 days PRIOR to the change OR immediately after</p>	<p>Amendment to a current notification.</p>

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WHEN TO NOTIFY	WHAT YOU MUST DO	TIMEFRAME	TYPE OF NOTIFICATION
You no longer use, store or handle some or all the hazardous chemicals you previously notified.	<ul style="list-style-type: none"> Log into the Regulator Portal and make changes to the notifiable chemicals you have previously listed. 	At least 14 days PRIOR to the change OR immediately after	Cessation of some or all activities.
There is an abandoned tank that is underground, partially underground or fully mounded and the tank was used to store flammable gases or liquids, but no longer does.	<ul style="list-style-type: none"> Complete the Schedule 11 Notification for hazardous chemicals form via the Regulator Portal. 	Immediately	New notification or Amendment to a current notification
There is a new Mine Operator.	<ul style="list-style-type: none"> Log into the Regulator Portal and update business details. 	At least 14 days PRIOR to the change OR immediately after	Amendment to a current notification.
The email notification acknowledgement was not received, and a replacement is required.	<ul style="list-style-type: none"> Log into the Regulator Portal and request for the notification to be emailed to you. Contact CAU@planning.nsw.gov.au to request for the notification acknowledgment to be emailed to you. 	N/A	N/A

How do I notify?

The *notification of schedule 11 hazardous chemicals form* must be completed from the [Regulator Portal](#).

If you do not have access to the Regulator Portal please contact cau@planning.nsw.gov.au

There is a requirement to notify the Resources Regulator of abandoned tanks under [section 367](#) of the WHS Regulation.

What do I notify?

Your notification must include:

1. all Schedule 11 hazardous chemicals in excess of placard and manifest quantities, method of storage and storage location
2. a site plan (see below)

You must also notify when there is a significant change in the risk due to a change in the quantities and types of Schedule 11 hazardous chemicals used, handled or stored at the workplace.

Placard quantities of notifiable chemicals

A list of all Schedule 11 hazardous chemicals that exceed the placard quantity is required for each storage or handling area. This includes bulk storage such as tanks, process vessels, pipelines and equipment.

The information must include details about the type of storage such as:

- **Storage identifier.** An identification number or code you use for the storage area (depot), and/or container (this should be cross referenced in the site plan that you must submit).
- **Type of storage.** A descriptor for the store or handling system – for example above ground tank, process vessel. The diameter of the tank for a fixed vertical tank used to store fire risk hazardous chemicals.
- **Quantity.** Note that the typical quantity required on the notification form is the quantity you usually store or handle in the storage location on your site.

Notifiable chemical information

The following information must be supplied for each Schedule 11 hazardous chemical:

- UN number
- proper shipping name
- class, division and if applicable the packing group
- GHS category

Notes:

1. This information may be found in the Safety Data Sheet for each chemical.
2. Diesel or any other C1 combustible liquid is considered UN00C1 on the online form.

Significant change

An amendment to the notification is required when there is a significant change in the risk attributed to a change in the quantities and types of Schedule 11 hazardous chemicals or group of Schedule 11 hazardous chemicals to be used, handled or stored at the workplace.

A significant change is one where a hazard is introduced or eliminated and there is a substantive change in the risk, or first responders may need to respond differently to an incident. Significant changes could include:

- the introduction or removal of a storage area
- a substantial change in the quantity of hazardous chemicals in an area, for example ± 20 per cent, or a change exceeding
- the placard quantity
- any change in the hazard classification of chemicals stored, or any change in the class or packing
- group of dangerous goods. For example, if Packing Group I goods are introduced where there were previously only Packing Group II or III.

What other information do I submit?

With your notification, you must prepare and submit a manifest and a scale site plan.

Manifest

The manifest must contain all the elements prescribed in [Schedule 12](#) of the WHS Regulation including:

- A list of all Schedule 11 hazardous chemicals above placard quantities including identification of chemical, actual quantity, storage capacity and method of storage.
- A scale plan identifying the places, buildings and structures where Schedule 11 hazardous chemicals are used or stored.

Site plan

A site plan of the workplace should identify the places, buildings and structures on the premises where hazardous chemicals are used, stored and handled. The plan should also include details of all significant facility and surrounding area features. It should be easy for all personnel to read.

The plan of the premises must adequately illustrate the details required by [Schedule 12](#) of the WHS Regulation, and more than one plan may be needed for complex sites.

The site plan is to be submitted as an attachment to your notification and you may submit a number of these pages as required.

The types of files accepted are: jpg, gif, bmp, png, pdf, doc, docx, xls, xlsx.

Emergency Plan

Emergency information must be developed and lodged with [Fire and Rescue NSW \(FRNSW\)](#) and kept in a place at the site agreed them. Information about emergency services information packages and tactical fire plans can be found on the FRNSW website.

Further Information

Further information If you have any further enquiries about your notification requirements, please contact us on 1300 814 609 (Press 4) or at cau@planning.nsw.gov.au.

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