

Template

Hazardous substances inventory

Every business that manages or controls a workplace where hazardous substances are used, handled, manufactured or stored must prepare an inventory, keep it at the workplace and keep it up to date (Health and Safety at Work (Hazardous Substances) Regulations 2017, regulation 3.1). Record the maximum quantity likely to be on site, not today's stock, and update the inventory whenever a product is added, stopped or moved.

Workplace and address	
Prepared by	
Last reviewed	

Example row: Petrol · UN 1203 · 3.1A · 200 · L · Flammables cabinet in the workshop · Keep away from oxidisers and ignition sources · safety data sheet dated March 2026, filed with this inventory.

Product or chemical name	UN number	Classification (e.g. 3.1A)	Maximum quantity likely on site	Unit (L or kg)	Where it is kept	Storage and segregation requirements	SDS date	SDS kept at

Product or chemical name	UN number	Classification (e.g. 3.1A)	Maximum quantity likely on site	Unit (L or kg)	Where it is kept	Storage and segregation requirements	SDS date	SDS kept at

Product or chemical name	UN number	Classification (e.g. 3.1A)	Maximum quantity likely on site	Unit (L or kg)	Where it is kept	Storage and segregation requirements	SDS date	SDS kept at

Hazardous waste

List hazardous waste too, with a description that identifies the waste as closely as possible.

Description that identifies the waste	Maximum quantity likely on site	Unit (L or kg)	Where it is kept	Specific storage requirements

Notes

Keep a printed copy where emergency service workers can reach it, including after the workplace has been evacuated, such as at the site entrance or with the emergency response plan. Substances used only in quantities consistent with household use, such as a bottle of cleaning spray in the staff kitchen, don't need to be listed. Get the current safety data sheet when a substance is first supplied and again if the supplier amends it; if the workplace hasn't received a substance for five years, get the current sheet again (regulation 2.11).

Based on regulations 2.11 and 3.1 and WorkSafe's quick guide, Inventory requirements for hazardous substances, checked 16 October 2026. General guidance, not legal advice. Check totals for each classification with WorkSafe's calculator, hazardoussubstances.govt.nz/calculator.