

NOTIFICATION OF A MANIFEST QUANTITY WORKPLACE (MQW)

Before completing this form, please read the explanatory notes on page 3.

Reason for Notification

- ☐ New notification for a MWQ (includes change of PCBU) - include a copy of manifest
- ☐ Significant changes to existing manifest (such as addition/removal of tank(s) or hazardous chemicals within the tank(s) - include a copy of new manifest
- ☐ Hazardous chemicals are no longer stored in excess of manifest quantities

Details of Person Conducting Business or Undertaking (PCBU) Entity

Name

Business Name

ABN

ACN

Business Entity (tick one) ☐ Company ☐ Partnership ☐ Trust ☐ Sole trader ☐ Other

Street Address

Suburb

State

Postcode

Postal Address

Suburb

State

Postcode

Email

Website

Phone

Mobile

Business Industry Code (ATO)

Details of Workplace

This is the workplace where the schedule 11 hazardous chemicals exceeding manifest quantities are to be used, handled or stored

Street Address

Suburb

State

Postcode

Description of activities relating to the hazardous chemicals in this notification

Change of PCBU (leave blank if not applicable)

Entity Name

Business Name

ABN

ACN

Changes to existing Manifest

Declaration by Notifier

Full Name

Holding the position of (job title)

within (Entity Name)

at (business address)

Hereby declare that:

- The information in this notification is true and correct to the best of my knowledge.
- For body corporate notifiers, I have authority from the body corporate to complete and submit this notification.
- I consent to WorkSafe Tasmania making enquiries and exchanging information with WHS regulators in other states, territories or the commonwealth regarding any matter relevant to this notification

Signature

Date

Method of Payment

Payment of prescribed fee of \$178.00 can be made at any Service Tasmania outlet or by completing the credit card details below - WorkSafe Tasmania PO Box 56, Rosny Park TAS 7018 - wst.licensing@justice.tas.gov.au

Credit Card Payment

Credit Card Number

☐

Master Card

☐

Visa

CCV

Expiry date (mm/yy)

Amount Paid

Cardholder's Name

Phone number

Signature

Manifest Checklist

The manifest must include (refer to attached example):

- ☐ The name of PCBU
 - ☐ The address of your workplace
 - ☐ The date the manifest was last amended/prepared
 - ☐ Business and after hours contact numbers for two people who can be contacted if there is a notifiable incident at the workplace
 - ☐ Details of packaged hazardous chemicals (including LP Gas cylinders)
 - ☐ The direction of true north
 - ☐ Scale to size ruler
 - ☐ The PID Number and GDA 94 coordinate location from www.thelist.tas.gov.au
 - ☐ Essential site services, including fire hose reels, extinguishers and isolation points for fuel and power
 - ☐ All drains on the site
 - ☐ A legend of symbols and codes used in the plan
 - ☐ The nature of the occupancy of adjoining sites or premises
 - ☐ Where the manifest is kept
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Explanatory Notes

Worksafe Tasmania must be notified by the person conducting a business or undertaking (PCBU) when:

- the quantity of Schedule 11 hazardous chemicals at the workplace exceeds the manifest quantity - required immediately after it is known they will be used, handled or stored at least 14 days before first used (whichever is earlier)
- manifest quantities are exceeded at the workplace and there is a significant change in the risk of using, handling or storing of Schedule 11 hazardous chemicals - required as soon as the changes are known or at least 14 days before that change (whichever is earlier)
- manifest quantities were exceeded at a workplace, but the quantity of Schedule 11 hazardous chemicals no longer exceeds manifest quantities and are not likely to do so in the future - required as soon as practicable after they cease being used, handled or stored

Manifest quantities are listed in column 5 of the table found in Schedule 11 of the Work Health and Safety Regulations 2022.

The Business Industry Code is a five-digit code used by the Australian Tax Office (ATO) which describes the main business activity being undertaken. It is included on relevant tax returns and schedules.

Worksafe Tasmania may request further information in relation to the notification.

Privacy Compliance Statement

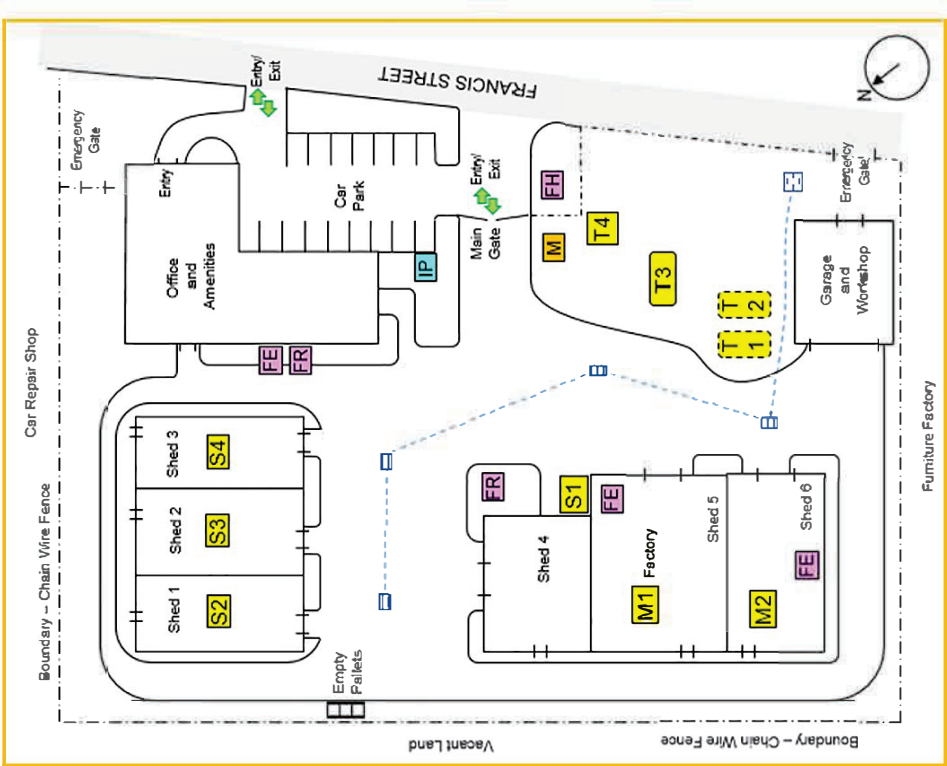
The personal information you provide in this notification will be used by WorkSafe Tasmania for that purpose and may be used for other purposes permitted by the Work Health and Safety Act 2012 and associated laws.

Your personal information may be disclosed to contractors or agents or WorkSafe Tasmania, law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it.

This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service.

EMERGENCY CONTACTS

Name	Position	Contact Number
Sandy Beach	Production Supervisor	BH: 0453 345 378 AH : 03 6311 2581
	Safety Manager	BH: 0452 454 733 AH : 03 6315 9658



SCHEDULE 12 MANIFEST

MANIFEST DETAILS

PCBU	XYZ CHEMICALS PTY LTD
Registered Business Name	XYZ CHEMICALS
Address	703 Cambridge Street, Launceston TAS 7250
PID	5170199
GDA94	530270E, 5254350N
Date Created	22 August 2019
Date Revised	23 July 2020
Doc ID	XYZMAN01

HAZARDOUS CHEMICALS – BULK

ID	Proper Shipping Name	UN No	DG Class	Sub Hazard	PG	Type	Capacity
T1	METHANOL	1230	3	6.1	II	underground tank	30000 litres
T2	abandoned tank (not in use)	1203	n/a	n/a	n/a	underground tank	30000 litres
T3	PETROLEUM GASES, LIQUEFIED	1075	2.1	n/a	n/a	aboveground tank	5000 litres
T4	combustible liquid	n/a	n/a	n/a	n/a	aboveground tank	10000 litres

HAZARDOUS CHEMICALS – MANUFACTURING AREA - BULK

ID	Proper Shipping Name	UN No	DG Class	Sub Hazard	PG	Average Quantity	Largest Quantity
M1	METHANOL	1230	3	6.1	II	2500 litres	4000 litres
M2	SODIUM HYDROXIDE SOLUTION	1824	8	n/a	II	1400 litres	2800 litres

HAZARDOUS CHEMICALS – PACKAGED - SPECIFIED

ID	Proper Shipping Name	UN No	DG Class	Sub Hazard	PG	Largest Quantity
S1	CHLORINE	1017	2.3	5.1, 8	n/a	70 litres
S3	CARBON DISULPHIDE	1131	3	6.1	I	200 litres
S4	SODIUM HYDROXIDE SOLUTION	1824	8	n/a	II	4000 litres

HAZARDOUS CHEMICALS – PACKAGED – NOT SPECIFIED

ID	DG Class	Sub Hazard	PG	Largest quantity
S2	6.1	n/a	II	2500 litres
	6.1	n/a	III	12000 litres
S3	combustible liquid			2000 litres
	3	n/a	II	4000 litres
	3	n/a	III	8000 litres
S4	8	n/a	III	8000 litres

Legend

- IP Isolation – Power
- M Manifest
- FE Fire Extinguisher
- FR Fire Hose Reel
- FH Fire Hydrant
- Stormwater Grate
- Drain Intercept

SCHEDULE 12 MANIFEST

EMERGENCY CONTACTS

Name	Position	Contact Number
Sandy Beach	Owner	BH: 0453 345 378 AH : 03 6311 2581
Angelina Citizen	Manager	BH: 0452 454 733 AH : 03 6315 9658

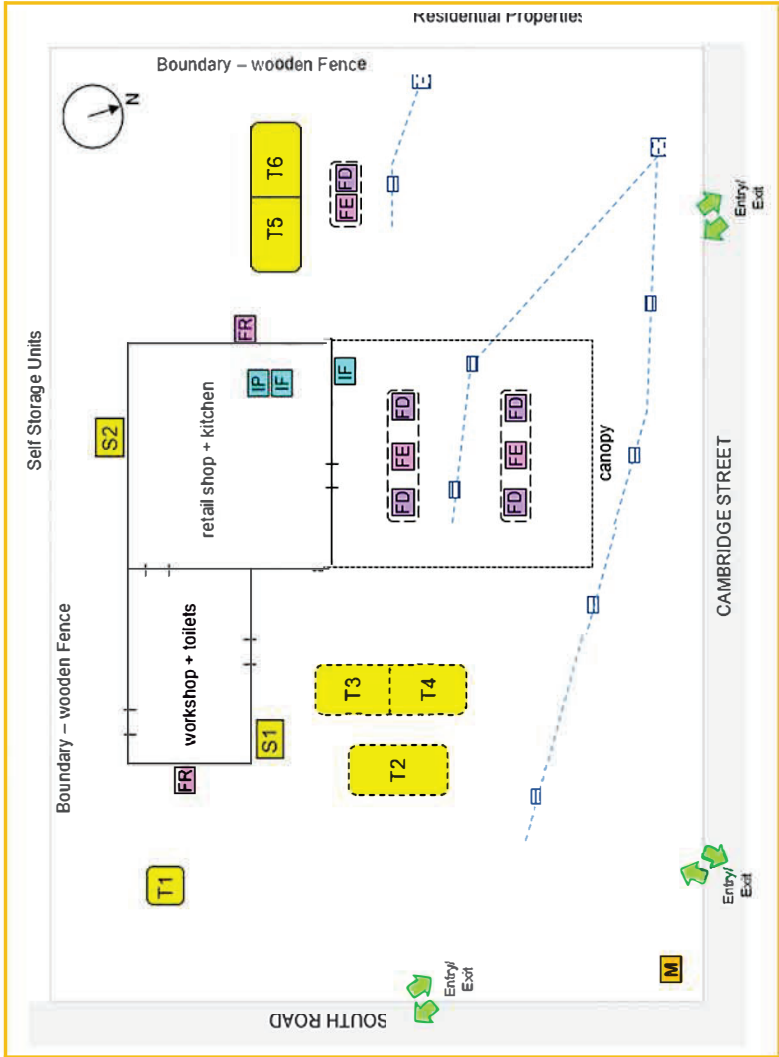
MANIFEST DETAILS

PCBU	FUEL SUPPLIES PTY LTD
Registered Business Name	South Launceston Fuel and Food
Address	703 Cambridge Street, South Launceston TAS 7249
PID	5170199
GDA94	530270E, 5254350N
Date Created	22 August 2019
Date Revised	23 July 2020
Doc ID	XYZMAN01

HAZARDOUS CHEMICALS – PACKAGED

ID	DG Class	Sub Hazard	PG	Largest quantity
S1	2.1	n/a	n/a	750 litres
S2	2.1	n/a	n/a	600 litres

Legend	
	Isolation – Power
	Isolation – all fuels
	Manifest
	Fire Extinguisher
	Fire Hose Reel
	Fuel Dispenser
	Stormwater Grate
	Drain Intercept



HAZARDOUS CHEMICALS – BULK

ID	Proper Shipping Name	Product Name	UN No	DG Class	Sub Hazard	PG	Storage Type	Capacity
T1	PETROLEUM GASES, LIQUEFIED	LP Gas	1075	2.1	n/a	n/a	vertical above ground tank 1.5m diameter	5000 litres
T2	PETROL	unleaded + ethanol	1203	n/a	n/a	n/a	underground tank	40000 litres
T3	PETROL	Premium 95	1203	n/a	n/a	n/a	underground tank	20000 litres
T4	combustible liquid	Premium Diesel	n/a	n/a	n/a	n/a	underground tank	20000 litres
T5	combustible liquid	Diesel	n/a	n/a	n/a	n/a	aboveground tank	30000 litres
T6	Diesel exhaust fluid	AdBlue	not a hazardous chemical	n/a	n/a	n/a	aboveground tank	30000 litres