



Creating an inventory

You must have an inventory

If you handle or store hazardous substances (which includes agrichemicals) at your store – you must have an inventory.

Why

- To tell emergency workers what you have on site if there is an emergency.
- To work out what you need to do to manage risks (signage, storage, keeping chemicals separate etc).
- To have information about your hazardous substances where you and your workers can find it.
- To let health and safety inspectors or compliance certifiers check what you have on site.
- Because it is a legal requirement.

How

1 Get a copy of the [hazardous substances inventory form](#).

2 Walk around your workplace and make a note of all the hazardous substances you have stored.

Make a note of the quantities (the maximum amount you are likely to ever have) and where they are stored.

3 Get the safety data sheets for all your hazardous substances.

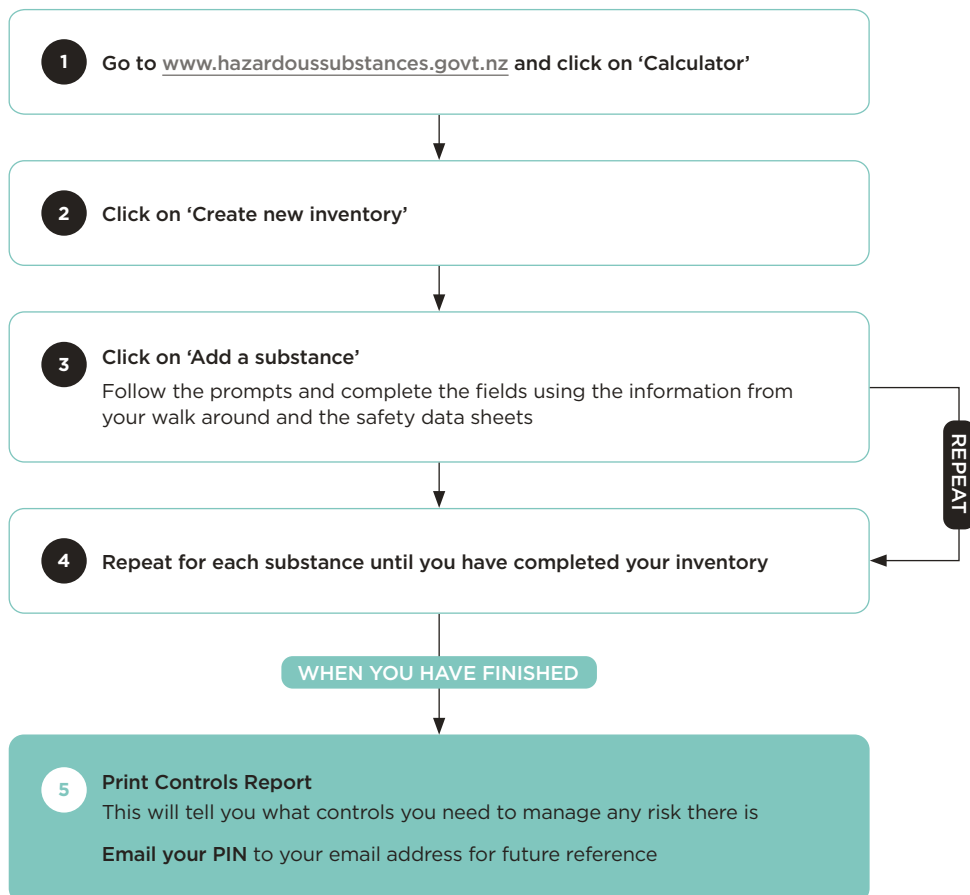
If you do not have them, ask your supplier for a copy or look for them online.

4 Put your inventory into the [hazardous substances calculator](#)

Using the hazardous substances calculator

Before you start

1. The hazardous substances calculator is easy to use. The initial set-up will take a bit of time but once you have done that, updating it is easy.
2. Make sure you have the information from your walk around – the chemicals you have, where they are stored and the quantities.
3. Make sure you have the safety data sheets for all the hazardous substances you have.



Keep up-to-date

If you get a new hazardous substance or agrichemical, or stop using an existing one, update the inventory on the hazardous substances calculator.



For more detailed information on making an inventory

The regulations

[Regulation 3.1, Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)

The guidance

[Managing your hazardous substances inventory](#)