Objective

Create a written record of the types of hazardous substances/chemicals you use and how they should be used and disposed of, along with any relevant regulations.

1: Identify all of the hazardous substances you use

A hazardous substance can be anything in solid, liquid or gas form that can be harmful to humans, wildlife or the environment. In hotels these often include things like:

- Pool cleaning chemicals such as chlorine
- Maintenance materials such as glues and paints
- Cleaning materials such as disinfectants
- Laundry chemicals such as detergents
- Batteries, lightbulbs and ink toners
- Fuels such as propane or diesel
- Refrigerants used in appliances and air-conditioning units
- Oils, especially waste oil and hydraulic oil

2: Create a document to record how each one should be managed

Create a central document that staff can access that contains detailed information on the use, storage and disposal of each substance and/or product containing hazardous substances.

3: Keep records of relevant laws, licences and permits

Regularly check that the information you have on relevant regulations, licences and permits is up to date and that you are complying.

4: Keep documentation about the safe use and disposal of chemicals

You should also make sure you have the latest guidelines on how to use, store and dispose of each substance. This information can change regularly so staying up to date is important.

5: Make sure each department has access to the register

The main purpose of this register is to make sure that all staff using, storing or disposing of hazardous substances can quickly and easily find accurate information.

6: Schedule regular updates

You might change the products you use, your internal processes or have new information about guidelines and laws. We recommend you schedule a quarterly review of this document and ensure there is a procedure to update it whenever a new product or supplier is used.

More Information & Resources

Travelife Detailed Guides to Hazardous Substances
Travelife Hazardous Substances Register Template
Travelife Tips & Ideas for Hazardous Substances