

## Appendix 2: Checklists

### Location compliance certificate

You should prepare for a compliance certifier assessment by checking off each item below:

ITEM	CHECK
You have safety data sheets for each hazardous substance at your service station	<input type="checkbox"/>
You have prepared an inventory of your hazardous substances	<input type="checkbox"/>
You have provided information, training and instruction to the workers who handle the substances and have records of training and instruction	<input type="checkbox"/>
You have an approved filler for LPG available, if needed	<input type="checkbox"/>
You have the right safety gear and clothing available	<input type="checkbox"/>
You have a site plan available for inspection	<input type="checkbox"/>
You have stored your hazardous substances safely in areas that can be secured	<input type="checkbox"/>
You are not storing substances with any incompatible substances	<input type="checkbox"/>
You have the appropriate signs in the right places	<input type="checkbox"/>
You have procedures in place to prevent a fire from starting	<input type="checkbox"/>
You have the correct number of fire extinguishers available	<input type="checkbox"/>
You have established, documented and maintained hazardous areas around your hazardous substances	<input type="checkbox"/>
You have separated the substances from protected and public places by the required distances	<input type="checkbox"/>
You have met any secondary containment requirements for your substances	<input type="checkbox"/>
You have prepared and tested an emergency plan	<input type="checkbox"/>
You have the clean-up materials and equipment you need	<input type="checkbox"/>
If your service station is new, you have told WorkSafe about its location and the hazardous substances you hold	<input type="checkbox"/>

### Stationary container system compliance certificate

Before issuing a stationary container system certificate, a compliance certifier will check:

ITEM	CHECK
The system's design, construction and installation	<input type="checkbox"/>
The pressure management and emergency pressure management system	<input type="checkbox"/>
Liquid level indicators	<input type="checkbox"/>
The distances between stationary containers, tank wagons and transfer points	<input type="checkbox"/>
Lightning protection for above-ground stationary tanks	<input type="checkbox"/>
Fire-fighting systems for above-ground stationary tanks	<input type="checkbox"/>
Secondary containment systems	<input type="checkbox"/>
Markings	<input type="checkbox"/>
Maintenance carried out	<input type="checkbox"/>
Pipework and fittings	<input type="checkbox"/>
Dispensers	<input type="checkbox"/>

You'll also need records showing:

ITEM	CHECK
Previous compliance/compliance certificates	<input type="checkbox"/>
Site plans	<input type="checkbox"/>
Design and installation verification records	<input type="checkbox"/>
Compliance plans and approval letters	<input type="checkbox"/>
Service records	<input type="checkbox"/>
Stock reconciliation records	<input type="checkbox"/>
Interstitial space monitoring (the space in double-skin tanks)	<input type="checkbox"/>

For more information on stationary container systems see [Certification of tanks](#)

## Emergency response plan

Your plan must include a description of what you will do to:

ITEM	CHECK
Call emergency services	<input type="checkbox"/>
Warn people at the workplace and in nearby areas that an emergency has occurred	<input type="checkbox"/>
Advise people how they can protect themselves and how they can help other people involved in the emergency	<input type="checkbox"/>
Manage the emergency so that any impact is minimised	<input type="checkbox"/>

The plan must also:

ITEM	CHECK
Name the people with specific responsibilities (such as fire wardens, first aiders) and include the contact information for them and emergency services	<input type="checkbox"/>
Include how to get information about the hazardous properties of the substances involved in the emergency	<input type="checkbox"/>
State the location and purpose of emergency equipment and materials that may be needed	<input type="checkbox"/>
Set out the actions to take for each potential emergency and the order in which to take them	<input type="checkbox"/>
Be available to all people who are listed in the plan as having responsibilities and to emergency services	<input type="checkbox"/>
Be tested.	<input type="checkbox"/>

For more information on stationary container systems see [Emergency response plan](#)