Assessment of the chemical hazards to which workers may be exposed at the workplace is the foundation for determining the types of controls that are needed as well as the requirements for work procedures and worker training. A systematic approach will help you target specific issues. The Controlling Chemical Hazards guideline incorporates a simplified assessment process through the use of the Control Banding approach to managing chemicals (GS Advice for Planners - Determining which Control Bands and Guidance Sheets Apply).

When specific issues arise that are more complex it is useful to work through the process step by step. This will help you understand in depth the action you need to take to remediate them. The recommended methodology has five steps.

1. **Step 1: Identify Chemical Hazards**
   - Identify chemical hazards associated with the work by using tools such as:
     - Safety data sheets
     - Guidance sheets
     - Industry knowledge and literature
     - Manufacturer/supplier information
     - Health/hygiene/chemical specialist

2. **Step 2: Assess Chemical Hazards**
   - Assess chemical hazards by determining:
     - Properties of the chemical (e.g. flammable, health hazards, etc.)
     - Who has responsibility for chemical management and use
     - Where the chemical is being used
     - How much chemical is being used
     - How long the worker is exposed to the chemical
     - The routes of entry associated with the chemical and application

3. **Step 3: Evaluate & Analyze Chemical Hazards**
   - Evaluate and analyze chemical hazards by:
     - Estimating the likelihood of the hazard
     - Estimating the severity of the hazard
     - Using a matrix or equation to calculate and classify the risk

4. **Step 4: Control Chemical Hazards**
   - Remove or reduce the chemical hazard risk by:
     - Eliminating/substituting
     - Applying engineering, administrative, PPE controls

5. **Step 5: Verify Controls**
   - Verify the chemical controls by:
     - If the present controls fail to control the hazard, if the job scope changes, or if new hazards are introduced, reassess the chemical hazard

**DEVELOP A CONTROL PLAN BY:**
- Selecting the appropriate control approach using the Controlling Chemical Hazards approach
- Identifying and applying the appropriate guidance sheets
- Eliminating/substituting when possible
- Applying engineering controls
- Applying administrative controls
- Specifying personal protective equipment (PPE)