



JABATAN KESELAMATAN
DAN KESIHATAN PEKERJAAN

**GUIDELINES
FOR THE PREPARATION OF A CHEMICAL
REGISTER**

**Under the Occupational Safety and Health (Use and
Standard of Exposure of Chemicals Hazardous to
Health) Regulations, 2000**

ONLINE PUBLIC ENGAGEMENT



GUIDELINES FOR THE PREPARATION OF A CHEMICAL REGISTER

CAS Number

CAS Number is a unique identification number assigned by the Chemical Abstracts Service Registry Numbers, American Chemical Society to every chemical.

TERMINOLOGY

Chemical Hazardous to Health

Means any chemical or preparation which is—

- a) listed in Schedule I or IV of the Occupational Safety and Health (Use and Standard of Exposure of Chemicals Hazardous to Health) Regulations 2000;
- b) classified in any hazard class specified under Health Hazards of First Schedule of the Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013;
- c) a pesticide as defined under the Pesticides Act 1974; and
- d) a scheduled waste listed in the First Schedule of the Environmental Quality (Scheduled Wastes) Regulations 2005.



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TERMINOLOGY (continue)

Chemical Supplier

Means supplier who supplies hazardous chemical as per the Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013.

Safety Data Sheet

Means a document which contains relevant information on a chemical in pursuance of the Occupational Safety and Health (Classification, Labelling and Safety Data Sheet of Hazardous Chemicals) Regulations 2013.



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1.0

PURPOSE

The purpose of the chemical register is to provide:

- i. information for the protection of human health from the use of chemical hazardous to health;
- ii. reference to employees regarding the chemical hazardous to health processed, produced or stored at the workplace;
- iii. assistance to industries in complying with the requirement of USECHH Regulations;
- iv. information to chemical risk assessor for risk assessment; and
- v. information as a hazard identification of chemical hazardous to health at workplace.



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APPLICATION

The chemical register shall apply to all places of work where chemical hazardous to health are used. Employers, chemical suppliers or users who are processing, producing or storing chemicals hazardous to health at the workplace, are responsible to prepare the Register of Chemicals Hazardous to Health.



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EXEMPTION

The requirement in preparing the chemical register shall not apply to chemicals which are scheduled wastes, if the employers have complied with the requirements of the Environmental Quality (Scheduled Wastes) Regulations 2005.



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ELEMENTS OF CHEMICAL REGISTER

The chemical register shall contain the following information;

- i. a list of all chemicals hazardous to health processed, produced, or stored;
- ii. the current Safety Data Sheet (SDS) for each of the chemicals hazardous to health;
- iii. the average quantity processed, produced or stored per month or per year whichever is applicable for each of the chemicals hazardous to health;



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ELEMENTS OF CHEMICAL REGISTER (continue)

- iv. the process and work area where the chemicals hazardous to health are processed, produced or stored;
- v. physical form of the chemicals hazardous to health processed, produced or stored;
- vi. hazard classification of the chemicals hazardous to health processed, produced or stored; and
- vii. the name and address of the supplier of each of the chemicals hazardous to health.



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SUBMISSION OF CHEMICAL REGISTER

- 5.1 An employer shall submit the chemical register containing all the element in section 4.0 except for SDS to the Director General in a manner determined by the Director General.
- 5.2 The submission is not required if chemical hazardous to health is solely classified as:
- i. skin corrosion or irritation category 2; or
 - ii. serious eye damage or irritation category 2; or
 - iii. skin sensitization category 1.
- 5.3 Submission shall be:
- i. 6 months after the regulations come into force; and
 - ii. not later than 31 March of the following year for each calendar year.



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ACCESSIBILITY

The chemical register shall be accessible to all employees at the place of work who may be exposed or are likely to be exposed to chemicals hazardous to health. The chemical register is useful for reference to all competent persons or emergency responders.



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RECORD KEEPING

The employer shall ensure that the chemical register is maintained in good order and condition, and is updated from time to time.



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RECOMMENDED FORMAT OF CHEMICAL REGISTER

The recommended format of the chemical register is given in Appendix 1. The form is divided into four (4) sections which are:

SECTION A – COMPANY INFORMATION

This section gives the information about the company which processes, produces or stores chemical hazardous to health at the workplace.

SECTION B – LIST OF CHEMICAL HAZARDOUS TO HEALTH FOR EVERY PROCESSES OR ACTIVITIES

This section lists the chemical hazardous to health processed, produced or stored for each process or work area.



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**RECOMMENDED
FORMAT OF
CHEMICAL
REGISTER
(continue)**

SECTION C – NAME OF PERSON WHO PREPARES AND APPROVES CHEMICAL REGISTER

This section gives details on the responsible person to prepare and approve the Chemical Register.

SECTION D – DECLARATION

This section provides declaration by the employer or by the top management that emphasize the need for Chemical Register to be accessible to all employees at the place of work who may be exposed or are likely to be exposed to chemicals hazardous to health.



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REGISTER OF CHEMICAL HAZARDOUS TO HEALTH

10.0

APPENDIX 1: REGISTER OF CHEMICAL HAZARDOUS TO HEALTH FORMS AND GUIDANCE NOTES

SECTION A		COMPANY INFORMATION	
1	Company Details:	Name	
		DOSH Registration No.	
		ROC No.	
		Address	
		City	
		Postcode	
		State	
		GPS Coordinate	
		Telephone No.	
2	Contact Person:	Company Email	
		Name	
		Designation	
		Telephone No.	
3	Industrial Classification Code:		a) Industrial Sector Division:
			b) Industrial Classification (Fraction) Code:
4	Company Activity:	Manufacturer	<input type="checkbox"/>
		Importer	<input type="checkbox"/>
		Formulator	<input type="checkbox"/>
		Distributor	<input type="checkbox"/>
		End-User	<input type="checkbox"/>
		Reformulator	<input type="checkbox"/>
	Redistributor	<input type="checkbox"/>	



GUIDELINES FOR THE PREPARATION OF A CHEMICAL REGISTER

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**APPENDIX 1:
REGISTER OF
CHEMICAL
HAZARDOUS TO
HEALTH FORMS
AND GUIDANCE
NOTES (continue)**

SECTION B		LIST OF CHEMICALS HAZARDOUS TO HEALTH								
Work Area:								No. of Worker:		Male
Work Process:										Female
No.	Name of Chemical	Name of Hazardous Ingredient	CAS No.	Composition of Hazardous Ingredient (%)	Physical Form of Chemical	Hazard Classification	Average Quantity Processed, Produced or Stored	Name, Address of Supplier and Contact Number (Tel. No., Email)	Availability of Current SDS (Y/N) (Prepared date) (Revised date)	
SECTION C		NAME OF PERSON WHO PREPARES OR APPROVES								
Prepared by;						Approved by;				
Name:						Name:				
Designation:						Designation:				
Date:						Date:				



GUIDELINES FOR THE PREPARATION OF A CHEMICAL REGISTER

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**APPENDIX 1:
REGISTER OF
CHEMICAL
HAZARDOUS TO
HEALTH FORMS
AND GUIDANCE
NOTES (continue)**

SECTION D	DECLARATION BY EMPLOYER
<p>I hereby declare that this chemical register shall be accessible to all employees at the place of work who may be exposed or are likely to be exposed to chemicals hazardous to health.</p> <p>Signature of employer:</p> <p>Designation:</p> <p>Date:</p>	



GUIDELINES FOR THE PREPARATION OF A CHEMICAL REGISTER

GUIDANCE NOTES ON FILLING SECTION A (COMPANY INFORMATION)

10.0

APPENDIX 1: REGISTER OF CHEMICAL HAZARDOUS TO HEALTH FORMS AND GUIDANCE NOTES (continue)

FIELD NAME	INSTRUCTIONS
Company Details	State company details as follows:
(a) Name	State the name of the company.
(b) DOSH Registration No.	State the MyKKP registration number of the place of work issued by the Department of Occupational Safety and Health. Eg: SLKxxx , KD/12/01/xxxx
(c) ROC No.	State Registrars of Companies (ROC) number issued by the Companies Commission of Malaysia (SSM).
(d) Address, city, postcode, state	State the full address of the company.
(e) GPS coordinates	State GPS coordinates which consist of latitude and longitude (in decimal degrees).
(f) Telephone No.	State the telephone number of the company.
(g) Email	State the email address of the company.
Contact Person	State the name, designation, telephone number and email address of the person in charge. (Management level. Eg: Assistant Plant Manager, Assistant Production Manager, Chemist)
Industrial Classification Code	a) State the Industrial Sector Division listed in Appendix 2 b) State the Industrial Classification (Fraction) Code listed in Appendix 3
Company Activity	Tick (/) the appropriate box to indicate relevant company activity. You may tick more than one (1). <ul style="list-style-type: none">• Manufacturer means a person/ company who manufactures hazardous chemicals for sale or his own consumption.• Importer means a person/ company who imports hazardous chemicals for sale or exchange, or his own consumption, including a trading agent.• Formulator means manufacturer/ user who formulates mixtures of hazardous chemicals.• Distributor means a person/ company who distributes hazardous chemicals to retailers/ end users.• End-User means a person/ company who uses hazardous chemicals.• Reformulator means users/ formulators/ manufacturers who reformulates mixtures of hazardous chemicals.• Redistributor means a person/ company who redistributes hazardous chemicals to retailers/ end users.



GUIDELINES FOR THE PREPARATION OF A CHEMICAL REGISTER

GUIDANCE NOTES ON FILLING SECTION B (LIST OF CHEMICALS HAZARDOUS TO HEALTH)

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APPENDIX 1: REGISTER OF CHEMICAL HAZARDOUS TO HEALTH FORMS AND GUIDANCE NOTES (continue)

FIELD NAME	INSTRUCTIONS
Work Area	Indicate the name of the work area where the chemicals hazardous to health are used (processed, produced or stored).
Work Process	Indicate the name of the process where the chemicals hazardous to health are used (processed, produced or stored).
No. of Worker	Indicate the number of workers at each work area or process (male and female).
Name of Chemical	State the chemical name; or product name; or trade name; or product identifier.
Name of Hazardous Ingredient	State the list of hazardous ingredients as stated in the Safety Data Sheet (SDS).
CAS No.	CAS Number is a unique identification number assigned by the Chemical Abstracts Service Registry Numbers assigned to chemicals by the American Chemical Society as stated in the SDS. State Not Applicable (NA) if there is no CAS Number.
Composition of Hazardous Ingredient (%)	State the concentration or concentration ranges of all hazardous ingredients.
Physical Form of Chemical	State the physical form of chemical either solid, liquid, gas or others.
Hazard Classification	List all hazard classification for the mixtures or for the substances (obtain information from SDS/ label). Refer to Hazard Identification in SDS.
Average quantity processed, produced, or stored	Estimate yearly or the monthly amount of chemicals processed, produced or stored at each process or work area. State quantity per month or per year (kg/ tonne/ litre)
Name, Address of Supplier and Contact Number	State supplier's details as follows: (a) Name of the supplier; (b) Full address of the supplier; and (c) Phone number of suppliers of the hazardous chemical as found in the SDS and label.
Availability of Current SDS (Y/N) (Prepared date) (Revised date)	Identify if current SDS is available. State Yes if available or No if not available. State date of preparation and date of revision of the SDS.



GUIDELINES FOR THE PREPARATION OF A CHEMICAL REGISTER

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APPENDIX 1: REGISTER OF CHEMICAL HAZARDOUS TO HEALTH FORMS AND GUIDANCE NOTES (continue)

GUIDANCE NOTES ON FILLING SECTION C (NAME OF PERSON WHO PREPARES OR APPROVES)

FIELD NAME	INSTRUCTIONS
Name	State the name of the person who prepares and approves the chemical register. Should be different person.
Designation	State the designation of the person who prepares and approves the chemical register. Should be different person.
Date	State the date of preparation and approval of the chemical register.

GUIDANCE NOTES ON FILLING SECTION D (DECLARATION BY EMPLOYER)

FIELD NAME	INSTRUCTIONS
Signature of Employer	Signed by a person who has control over the workplace. For example, plant manager, factory manager, managing director etc.
Designation	State the designation of the person who made the declaration.
Date	State the date of the declaration of the chemical register.



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APPENDIX 2: CLASSIFICATION OF SECTORS AND INDUSTRIAL CLASSIFICATION

Refer to [Malaysia Standard Industrial Classification 2008 \(MSIC 2008\)](https://jtksm.mohr.gov.my/en/sumber-sumber/penerbitan/garis-panduan/815-malaysia-standard-industrial-classification-msic-2008)

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APPENDIX 3: CODE FOR INDUSTRIAL CLASSIFICATION (FRACTION)

Refer to Malaysia Standard Industrial Classification 2008 (MSIC 2008)

<https://jtksm.mohr.gov.my/en/sumber-sumber/penerbitan/garis-panduan/815-malaysia-standard-industrial-classification-msic-2008>



GUIDELINES FOR THE PREPARATION OF A CHEMICAL REGISTER

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APPENDIX 4: FILLED FORM OF REGISTER OF CHEMICAL HAZARDOUS TO HEALTH

SECTION A		COMPANY INFORMATION	
1	Company Details:	Name	Syarikat XYZ Sdn. Bhd.
		DOSH Registration No.	WP/19/22/1234
		ROC No.	201901000001 or (1312525-A)
		Address	33, Jalan LPR1/13, Kawasan Perindustrian Ringan
		City	Setapak
		Postcode	53200
		State	Wilayah Persekutuan Kuala Lumpur
		GPS Coordinate	3.19819°, 101.71325°
		Telephone No.	03-4226000
		Company Email	adminstrator@sxyz.com
2	Contact Person:	Name	Ali bin Abu
		Designation	SHE Executive
		Telephone No.	012-3456789
		Email	aliabu@sxyz.com
3	Industrial Classification Code:	a) Industrial Sector Division: 11 – Manufacture of beverages b) Industrial Classification (Fraction) Code: 11042 – Production of natural mineral waters and other bottled waters	
4	Company Activity:	Manufacturer	<input type="checkbox"/>
		Importer	<input checked="" type="checkbox"/>
		Formulator	<input type="checkbox"/>
		Distributor	<input type="checkbox"/>
		End-User	<input checked="" type="checkbox"/>
		Reformulator	<input type="checkbox"/>
		Redistributor	<input type="checkbox"/>



GUIDELINES FOR THE PREPARATION OF A CHEMICAL REGISTER

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APPENDIX 4: FILLED FORM OF REGISTER OF CHEMICAL HAZARDOUS TO HEALTH (continue)

SECTION B		LIST OF CHEMICALS HAZARDOUS TO HEALTH							
Work Area:	Production Area	No. of Worker:	5	Male					
Work Process:	Mixing	No. of Worker:	4	Female					
No.	Name of Chemical	Name of Hazardous Ingredient	CAS No.	Composition of Hazardous Ingredient (%)	Physical Form of Chemical	Hazard Classification	Average Quantity Processed, Produced or Stored	Name, Address of Supplier and Contact Number (Tel. No., Email)	Availability of Current SDS (Y/N) (Prepared date) (Revised date)
1	LNS Ethanol	Ethanol Isopropanol Methanol	NA	Ethanol (50-60%) Isopropanol (1-10%) Methanol (1-10%)	Liquid	Acute Toxicity (Oral) Cat. 4 STOT SE Cat. 1	100 litre per month	ProChemical MNO Sdn. Bhd. No 8, Lorong Puloh, Kawasan Perindustrian Puloh, 42100 Klang, Selangor 03-33373333 mno@prochemical.com	Y (20/1/18) (23/1/22)
2	Carin 200S	2-Ethoxyethanol (EGEE) Ethylene glycol, aerosol Glycerin mist Nitrogen Derivative	NA	2-Ethoxyethanol (EGEE) (60%) Ethylene glycol, aerosol (2%) Glycerin mist (20%) Nitrogen Derivative (17.3%)	Liquid	Acute Toxicity (Inhalation) Cat. 4 Reproductive Toxicity Cat. 1 STOT RE Cat. 1 STOT SE Cat. 1	39.0 tonne per year	RYZ Chems Sdn. Bhd. Lot 21A, Jalan Cahaya 1, Kawasan Perindustrian Cahaya, 68100 Kuala Lumpur 03-67891011 admin@xyz.com	Y (2/7/22) (NA)
3	Chlorin	NA	7782-50-5	NA	Gas	Acute Toxicity (Inhalation) Cat. 2 Skin Corrosion Cat. 1B Eye Damage Cat. 1	25 tonne per month	Alpha Sdn. Bhd. Lot 2, Jalan Beta 1, Taman Perindustrian Beta, 87000 Pasir Gudang, Johor 07-67891011 admin@alpha.com	Y (4/3/17) (5/2/22)



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APPENDIX 4: FILLED FORM OF REGISTER OF CHEMICAL HAZARDOUS TO HEALTH (continue)

SECTION C		NAME OF PERSON WHO PREPARES OR APPROVES	
Prepared by;		Approved by;	
Name: Ali bin Abu		Name: Amirah binti Razak	
Designation: SHE Executive		Designation: SHE Manager	
Date: 19/10/2022		Date: 19/10/2022	
SECTION D		DECLARATION BY EMPLOYER	
I <u>Kameel Bin Ahmad</u> hereby declare that this chemical register shall be accessible to all employees at the place of work who may be exposed or are likely to be exposed to chemicals hazardous to health.			
Signature of employer:			
Designation: Managing Director			
Date: 21/10/2022			

A decorative background on the left side of the image, featuring a terrazzo pattern with irregular, colorful shapes in shades of teal, blue, orange, and dark grey on a light grey background.

THANKS!

