

HEALTH & SAFETY NOTICE



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Hazardous Substances

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Hazardous Substances

INTRODUCTION

1. This Health and Safety Notice must be read and understood by all appropriate employees of Vacman Cleaning Ltd. It should be brought to the attention of anyone where the use of chemicals forms an integral part of their work. Where appropriate, it must also be brought to the attention of contractors' staff and visitors.
2. The safe use, handling, disposal and storage of chemicals and hazardous substances at Vacman Cleaning Ltd demands a positive and sustained realisation of the hazards involved. This involves all materials used or generated out of or in connection with any work activity under the control of the company (e.g., cleaning, maintenance, etc.). Cleaning involves the use of a wider range of chemical substances than do most other work places, and some of the hazards involved call for precautions not ordinarily encountered elsewhere.
3. It is essential, therefore, before commencing any programme of work that persons involved should be aware of and understand the potential hazards associated with all the materials to be used (see APPENDIX 2). If unfamiliar with the materials and the associated risks, they **must** seek expert advice from their Supervisor or line manager. If necessary, local rules should be devised and formally published for the use, handling, disposal and storage of hazardous and/or unfamiliar materials.
4. Consideration must also be given to the potential hazards associated with any chemical reaction, reference being made to recorded experience APPENDIX 2 of chemical reactions that have a potential for danger. The products of a reaction may be much more dangerous than the initial reactants (e.g. gas produced by mixing bleach and acid based lavatory cleaner).
5. The most important step to be taken in securing the safe handling of any hazardous material is to ensure that a proper system of labelling is used that will identify the substance and indicate any associated hazards.

RESPONSIBILITIES

6. The Managing Director will be responsible for making whatever arrangements may be considered necessary to acquaint staff with the hazards associated with all materials to be used, handled, stored and disposed of within their area, and to provide such local safety rules as may be necessary. It is recommended practice that the precautions listed in the various Regulations and statutory provisions (APPENDIX 1) are followed.

7. The Control of Substances Hazardous to Health Regulations COSHH are intended to protect employees and others against substances which are hazardous to health and of any form (solid, liquid, gas, fume, vapour) and include:-
- 7.1 All those substances listed as being Very Toxic, Toxic, Harmful, Irritant, Corrosive as defined in the Chemicals Hazard Information and Packaging Regulations (CHIP)
 - 7.2 Any other substance listed in the Authorised and Approved List;
 - 7.3 All substances with a published maximum exposure limit or occupational exposure standard;
 - 7.4 Hazardous micro-organisms and allergens;
 - 7.5 All dusts;
 - 7.6 Any other substance with a comparable hazard.

Practical guidance on the Regulations is given in some detail in Approved Codes of Practice and other specific guidance published by the HSE.

8. No person may carry on any work liable to expose staff or others to substances hazardous to their health unless a suitable and sufficient assessment of the risks created by that work, and of the steps needed to comply with COSHH in respect of it, has been made. The basic principles of the COSHH Regulations are:-
- 8.1 Assess the **risk to health arising from any work activities associated with hazardous substances**. A copy of all assessments must be sent to the Office;
 - 8.2 Introduce appropriate measures to **prevent** or **control** the risk;
 - 8.3 Ensure that effective control measures are used and that any equipment installed and used for such purposes is properly maintained and the correct procedures observed;
 - 8.4 The assessment must be reviewed if there is reason to suspect, that it is no longer valid or there has been a significant change in the work to which the assessment applies. **All** assessments must be reviewed annually and a report submitted to the Managing Director;
 - 8.5 Where necessary, monitor the exposure of the workers and carry out an appropriate form of surveillance of their health;
 - 8.6 The type and use of Personal Protective Equipment (PPE) will be carefully assessed and will only be used as a last resort or as a back up measure during testing or modification of other control methods;
 - 8.9 Inform, instruct and train employees, students and others about the risks and the precautions to be taken.

Assessment is the essential first stage of any strategy to achieve these objects.

MATERIAL STORAGE, HANDLING AND WASTE DISPOSAL

9. Many materials can pose problems if stored incorrectly or by virtue of the overall quantity of material involved. It may also be important to isolate certain materials from each other because of the possible danger of interaction. It is important to follow the manufacturer's instructions on methods of storage. It is important to restrict the quantities of cleaning chemicals or other agents held within stores or vehicles to that minimum amount consistent with efficient working requirements and the hazards involved. Legislation exists on the storage of some substances such as those that are highly flammable.
10. Hazardous waste must be disposed of in accordance with the manufacturer/suppliers instructions.
11. Basic safety rules for the use, handling, disposal and storage of chemicals are given in (APPENDIX 4).

TRAINING AND INFORMATION

12. Specific training will be provided for appointed staff. This will enable them to carry out effective COSHH assessments.
13. COSHH assessments and data sheets will be made available to any member of staff, or others who require seeing them. If further information is required reference can be made to the people listed in paragraph 3.

Approved by:

Issued by:



.....
Managing Director

Date:/...../.....

Vacman - HSN-19: APPENDIX 1

STATUTORY REGULATIONS and CONTROLS

Legal Controls on the use, handling and storage of certain chemical or hazardous substances are given by:-

- (a) The Health & Safety at Work Act 1974;
- (b) The Control of Substances Hazardous to Health (COSHH) Regulations 1988 (SI 1988/1657);
- (c) The Control of Substances Hazardous to Health (COSHH) (amendment) Regulations 1990 (SI 1990/2026);
- (d) The Control of Substances Hazardous to Health (COSHH) (amendment) Regulation 1991 (SI 1991/2431)
- (e) The Control of Substances Hazardous to Health (COSHH) (amendment) Regulations 1992 (SI 1992/2382)
- (f) The Control of Substances Hazardous to Health (COSHH) Regulations 1994 (SI 1994/3246)
- (g) Poisons Act 1972;
- (h) The Poisons Rules 1982 (SI 1982/218);
- (i) The Poisons (amendment) Rules 1989 (SI 1989/112);
- (j) The Poisons List Order 1986 (SI 1986/9);
- (k) The Personal Protective Equipment (EC Directive) Regulations 1992 (SI/3139)
- (l) The Chemical (Hazards Information and Packaging) Regulations 1993 (CHIP)
- (m) Occupational Exposure Limits EH40/ ();
- (n) Approved Codes of Practice issued under Section 16 of the Health & Safety at Work Act 1974;
- (o) The Pressure Systems and Transportable Gas Containers Regulations 1989;
- (p) The Control of Asbestos at Work Regulations 1987;
- (q) The Control of Asbestos at Work (amendment) Regulations 1992
- (r) The Control of Asbestos in the Air Regulations 1990;
- (s) Control of Lead at Work Regulations 2002;
- (t) Control of Pesticides Regulations 1980;
- (u) The Provision and Use of Work Equipment Regulations 1992 (PUWER) (SI 2932);
- (v) The Workplace (Health, Safety and Welfare) Regulations 1992 (SI 3004).

(Whilst every effort is made to include appropriate information on statutory regulations and controls, this list may not however be comprehensive. Checks should be made to ascertain if there are any further amendments or additions)

Vacman - HSN19: APPENDIX 2

GUIDANCE LITERATURE

Further guidance may be obtained from:-

- (a) Health surveillance under COSHH (HSE);
- (b) Hazard Data Sheets (HIS Limited);
- (c) Dangerous Properties of Industrial Materials, N.Irving Sax;
- (d) COP 3: Work with asbestos insulation, coating and insulating board;
- (e) COP21: Control of Asbestos at Work;
- (f) COP29: COSHH - Control of Carcinogenic substances;
- (g) COP30: COSHH - Control in fumigation operations;
- (h) COP 2: Control of Lead at work;
- (i) HSE Series of Guidance Notes (CS) on Chemical Safety;
- (j) HSE Series of Guidance Notes (EH) on Environmental Hygiene;
- (k) COSHH: An open learning course.

HSN-19: APPENDIX 3

BASIC SAFETY RULES FOR THE USE, HANDLING AND STORAGE OF CHEMICALS

- (1) Be aware of possible hazards and the necessary precautions to be employed;
- (2) Store chemicals and all hazardous materials in such a way as to prevent accidental reactions between them;
- (3) Be aware of possible dangerous reactions that may occur due to thermal or radiation decomposition or degradation;
- (4) Where possible, use materials that are less hazardous;
- (5) The quantity of chemicals in a working area should be kept to a minimum consistent with efficient working requirements and the hazards involved;
- (6) Work involving toxic or volatile chemicals should always be undertaken in well ventilated facilities (eg fume cupboards, fume hoods and canopies, local exhaust systems) or work areas;
- (7) Movement of hazardous materials must comply with any local rule - containers must be designed and secured to prevent spillage;
- (8) Glass bottles and containers must always be carried in approved bottle carriers;
- (9) All containers must be clearly, correctly and durably marked or labelled with the name or other identification of the contents and an indication of their hazard;
- (10) Spillage of chemicals or chemical materials must be dealt with immediately and appropriate actions taken for the appropriate safe disposal of the waste material and the cleansing of the area;
- (11) Staff must know and understand the safety rules and requirements applicable to their work, be familiar with emergency procedures and always be alert to unsafe conditions;
- (12) Use such protective equipment as may be required to ensure personal protection;
- (13) The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement;
- (14) Hazardous waste must be disposed of in accordance with the manufacturer/suppliers instructions;
- (15) Where necessary the Safety Advisor can arrange for the disposal of hazardous substances;
- (16) Any substance that requires disposal by the Safety Advisor must be correctly labelled and packaged.
- (17) No food or beverage may be taken into or consumed in any area where chemicals are used, handled or stored; smoking is forbidden in all such areas; cosmetics must not be taken into or used in such areas.
Chemicals used for domestic and cleaning purposes in kitchens and catering areas are acceptable, although great care must be taken in their

selection and use.