

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH POLICY AND PROCEDURE

- 1 The Council will ensure that health risks associated with hazardous substances are assessed and that exposure to substances hazardous to health is prevented, or, where this is not reasonably practicable, adequately controlled.

The Council will also ensure that those who undertake assessments in accordance with the Control of Substances Hazardous to Health Regulations 2002 are competent to do so.

The Council will provide suitable and sufficient information, instruction, training and supervision to employees regarding the control of substances hazardous to health and the associated hazards. Employees will make proper use of any equipment and systems of work provided for their safety. The Council will take all reasonable steps to ensure that control measures are properly used.

The Council will ensure that adequate arrangements are in place to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health in the workplace.

2 **Heads of Service will:**

- ensure an inventory of all hazardous substances on site/with which employees may come into contact;
- ensure that material safety data sheets are available for all hazardous substances;
- review work activities and processes and identify what control of substances hazardous to health assessments are required;
- prioritise the completion of control of substances hazardous to health assessments based on risk;
- ensure that those undertaking control of substances hazardous to health assessments are competent to do so;
- ensure that staff are informed of the hazards associated with the substances and the significant findings of the assessments;
- ensure that control of substances hazardous to health assessments are reviewed for their confirmed application at least once every 12 months, when an accident or near miss occurs, when any significant change is made and when the results of any monitoring show it to be necessary;
- ensure that any control measures in place are adequately maintained, examined and tested;
- organise air monitoring if required;
- ensure that arrangements and procedures are in place to deal with accidents, incidents, spillages and emergencies and that staff are aware of these procedures;

- put arrangements in place, including supervision, to ensure that employees properly use control measures;
- organise health surveillance if required and ensure that records are kept for at least 40 years.

3 **The control of substances hazardous to health assessor will:**

- conduct and record control of substances hazardous to health assessments in accordance with his/her training;
- give consideration to the greater risks to new and expectant mothers and young persons within the assessment;
- involve those who are undertaking the activity in the assessment;
- ensure that occupational exposure limits do not exceed those detailed in the Approved Code of Practice EH40;
- identify measures to control the exposure to substances hazardous to health in accordance with the order of priority detailed in the Control of Substances Hazardous to Health Regulations 2002, regulation 7;
- advise those involved in the activity of the significant findings of the assessment;
- submit the control of substances hazardous to health assessment for review and approval by the Health and Safety Officer if required;
- identify if any monitoring is required;
- maintain a file of all control of substances hazardous to health assessments;
- review control of substances hazardous to health assessments at least once every 12 months, when an accident or near miss occurs, when any significant change is made and when the results of any monitoring show it to be necessary.

4 **Notes**

A substance hazardous to health means a substance:

- that is listed in part 1 of the approved supply list as dangerous for supply within the meaning of the Chemicals (Hazard Information and Packing for Supply) Regulations 2002 and for which an indication of danger specified is very toxic, toxic, harmful, corrosive or irritant;
- for which the Health and Safety Commission has approved an occupational exposure limit;
- that is a biological agent;
- that is a dust present at a concentration in air equal to or greater than $10\text{mg}/\text{m}^3$ (time weighted average eight hours) of inhalable dust or $4\text{mg}/\text{m}^3$ (time weighted average 8 hours) of respirable dust.

In order to be competent to undertake control of substances hazardous to health assessments an individual must:

- have adequate knowledge, training and expertise in understanding hazard and risk;

- know how the work activity uses or produces substances hazardous to health;
- have the ability and authority to collate all the necessary and relevant information;
- have the knowledge, skills and experience to make the right decisions about the risks and necessary precautions;
- know his or her limitations;
- have (or have access to someone who has) an understanding of the requirements of the Control of Substances Hazardous to Health Regulations 2002.