

Standard Operating Procedure

Title: Hazardous Chemical Substances Management

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| Department | Environmental, Health and Safety | | Document no | EHS-005 | |
| Prepared by: | | Date: | | Supersedes: | |
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Document Owner

EHS Manager

Affected Parties

All Site colleagues

Purpose

This procedure describes the requirements for the management of:

- Approval for proposed new chemical substances. (excluding Contractor activities).
- Existing chemical substances that are classified as Hazardous Chemical Substances.
- [Material Safety Data Sheets](#) (MSDS).

Scope

This procedure includes all proposed new and existing chemical substances that will be used in the manufacture of products, aid in the maintenance of plant and equipment or finished products stored or handled on site. They may be solids, liquids or gases, being raw materials, finished products, by-products, aids to manufacture, consumable chemicals, cleaning solvents, etc.

This procedure covers **all** areas of the Business.

This Procedure excludes Contractor activities involving the use of chemical substances on site. It is expected that they will have their own approved systems in place.

Responsibilities

Hazardous Chemical Substances Assessment Committee

Consists of:

- EHS Manager
- EHS authorised team member
- Laboratory Manager or their delegate

Is responsible for the:

- Assessment and approval of chemical substances prior to introduction.
- Assessment of existing hazardous chemical substances and providing information/ education to all personnel using or exposed to the hazardous chemical substance.

Definition

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| Assessment | Is the systematic review of the toxic hazard and likely risks associated with normal use of Hazardous Chemical Substance in the workplace. |
| Hazardous Chemical Substance | Any chemical substance present in the workplace, which is on the 'List of Designated Hazardous Chemical Substances' or has been classified as such using the 'Approved Criteria for Classifying Hazardous Chemical Substances'. They may be solids, liquids or gases, being raw materials, finished products, by-products, aids to manufacture, consumable chemical substances, cleaning solvents, etc. |

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- 1.3. Upon receipt of the forms, the EHS Manager shall convene a meeting and forward copies of the documents to each member of the EHS Committee prior to the meeting.
 - 1.4. At the meeting the committee members will assess the chemical substance in accordance with the manufacturers instructions for use, requirements of local regulations.
 - 1.5. At the completion of the assessment, the EHS Manager shall notify the person making the request in writing that:
 - Approval **has** been granted conditional to any necessary controls being put in place, using the ‘[New Chemical Approval Certificate](#)’ - see [Form-470](#);

Or

 - Approval **has not** been granted, citing the reasons why the decision was reached - using “[New Chemical Rejection Advice](#)” form, see [Form-480](#).
 - 1.6. If approved, the chemical substance cannot be used until all necessary controls are in place and all personnel who will use or be exposed to the chemical substance are advised of the results of the assessment and any necessary precautions. A copy of the New Chemical Approval Certificate shall be sent to the relevant Line Manager, where applicable and the Procurement Manager for registering on their list.
 - 1.7. If approval is not granted, the person requesting approval has the opportunity to discuss the need for the chemical substance at a further meeting with the EHS committee. Other internal and outside experts such as Occupational Physicians, Occupational Hygiene Consultants, and appropriate Engineers may be required at this stage to help in any further assessment.
 - 1.8. If the chemical substance is approved, it shall be assigned an approval number and entered into the Chemical Substance Approval Register by the EHS staff.
 - 1.9. All documentation of the assessment process shall be kept in the Chemical Substance Assessment Register.

2. Assessment Process for Hazardous Chemical Substances

2.1. Personnel

- 2.1.1. The EHS Manager shall co-ordinate the assessment programme and the EHS committee will assist in conducting work place assessments. Other members of the assessment team include the Laboratory Manager or their delegate and any other person(s) deemed appropriate by the EHS committee.
- 2.1.2. All persons nominated to conduct an assessment shall be appropriately trained and qualified.

2.2. Registry

- 2.2.1. A register of all chemicals and hazardous chemical substances shall be prepared and maintained by the EHS staff. This shall include raw materials, finished products, consumable chemicals, aids to manufacture, wastes and laboratory chemicals. The register should identify the location where the material is used.
- 2.2.2. A list of chemicals to be found in each work area shall be prepared (and maintained).
- 2.2.3. MSDS’s of each hazardous chemical substance shall be readily accessible to all employees who may reasonably use or come into contact with the chemical substance. .
- 2.2.4. The register shall contain details of the assessment; identify the location of the material and when an assessment was completed.

2.3. Assessment

- 2.3.1. Assessments may be based on proposed or existing individual chemical substances or by process. Where assessments are based on a process, the most toxic chemical substance used in that process shall be used as the model throughout the assessment.

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- New control measures are installed, (e.g. Local Exhaust ventilation).
- Significant changes in chemical usage occurs or when a new chemical is Introduced.

3. Material Safety Data Sheet Management

3.1. Register

A list of chemicals used in the workplace and copies of MSDS shall be available at the workplace from an MSDS Register.

3.2. MSDS Preparation

MSDS should be prepared in the following priority order.

- 3.2.1. All MSDS shall conform to the local regulatory Code of Practice for the preparation of Material Safety Data Sheets.
- 3.2.2. The classification of substances shall conform to the local regulatory Code of Practice for the Control of Workplace Hazardous Substances and approved criteria for classifying hazardous substances.
- 3.2.3. A MSDS shall be available for every product and intermediate product listed on the designated hazardous substances register traded or produced by Site.
- 3.2.4. A MSDS shall be prepared for all materials that are relabelled, or repacked, and/or sold as a product.
- 3.2.5. A MSDS, which conforms to this procedure, should be available to all employees for all raw materials used in the workplace.
- 3.2.6. A MSDS shall be prepared for all listed hazardous wastes handled by employees, contractors, or to which the general public may become exposed
- 3.2.7. A MSDS, which conforms to this procedure, shall be available to employees for all consumable chemicals, aids to manufacture, catalysts or laboratory chemicals. Where the supplier's MSDS does not conform to this procedure, then an MSDS shall be prepared.

3.3. MSDS Maintenance and Records

- 3.3.1. All MSDS shall be no more than five years old.
- 3.3.2. MSDS shall be available in a MSDS Register.
- 3.3.3. All superseded MSDS records shall be kept for at least 10 years.

3.4. MSDS Supply to Customers and Authorities

- 3.4.1. MSDS for manufactured products (hazardous and non-hazardous) shall be supplied to customers as legally required.

4. Elements of a Hazardous Substance Induction & Training Programme

An induction and training programme to meet the requirements of the handling Hazardous Chemical Substances must include the following elements. This training must be provided to:

- Those employees whose work potentially exposes them to hazardous chemical substances;
- Those employees who are managing others who are using hazardous chemical substances at work.

The elements of the training should include the following:

- (a) The labelling of containers of hazardous chemical substances, the information that each part of the label provides and why the information is being provided;
- (b) The availability of MSDS for hazardous chemical substances, how to access the MSDS and the information that each part of the MSDS provides;
- (c) Information about hazardous chemical substances to which employees are or may be exposed too in the course of their work (information should include the nature of the hazards, risks to health