

1. Introduction/ Background Employers have a general duty under the Health and Safety at Work etc, Act to ensure the health, safety and welfare of all their employees. This duty includes providing a safe and healthy workplace, safe machinery and safe systems of work, together with information, instruction and training. These duties are made explicit by the Management of Health and Safety at Work Regulations and in regulations that require the assessment and control of specific types of risk, for example the Control of Substances Hazardous to Health Regulations (COSHH) . The COSHH regulations aim to protect employees from health risks associated with hazardous substances

2. Status Corporate Policy

3. Purpose The purpose of this policy is to set out the measures required by the Company Name to ensure compliance with the COSHH Regulations.

4. Definitions /Scope The COSHH regulations apply to substances (including carcinogens, mixtures and biological agents) which are hazardous to health in any form in which they occur in a work activity. Exceptions include substances already covered by separate Regulations (e.g. lead and asbestos), and substances hazardous to health solely by virtue of radioactive, explosive or flammable properties. Substances hazardous to health include:

- A substance which is classified as very toxic, toxic, harmful, corrosive or irritant under the Chemicals (Hazard, Information and Packaging for Supply) Regulations (CHIP); these carry the following symbols



Toxic/ Very Toxic Corrosive Bio Hazard Harmful/Irritant Oxidising

- A substance for which a Working Exposure Level (WEL) Maximum Exposure Limit (MEL) or Occupational Exposure Standard (OES) is specified
- Any biological agent (micro-organism, cell culture or human endoparasite) which is hazardous to health
- Any substance or preparation classified as carcinogenic (category 1 or 2)
- Any dust at a concentration in air equal to or greater than 10mg/m (3) 8hr TWA of total inhalable dust or 4mg/m(3) 8hr TWA of respirable dust
- Substances that have chronic or delayed effects e.g. mutagenic or toxic to reproduction
- Any other substance which creates a comparable hazard to health

The hazard presented by a substance is its potential to cause harm. The risk from a substance is the likelihood that it will cause harm in the actual circumstances of use. This depends on for example, the chance of exposure occurring, the amount of the substance people are exposed to and for how long, the effectivness and reliability of any existing control measures etc. There can be substantial risk from a substance that is not particularly hazardous, if exposure is excessive.

5. Process Complying with COSHH involves:

- Assessing risks to health from work with hazardous substances
- Introducing appropriate measures to prevent or control risk



- Ensuring control measures are used and maintained
- Monitoring employees exposure to hazardous substances and carrying out health surveillance, where appropriate
- Providing information, instruction and training to employees about the risks and the precautions needed

Risk Assessment:

Where work involving substances hazardous to health is carried out, an assessment of the risks to health arising from the work and the steps needed to meet the requirements of the Regulations, must be carried out. The assessment should be documented and reviewed 2 yearly, or sooner, if there is reason to suspect that it is no longer valid e.g. if there is a significant change to the work, if new substances are introduced or there are changes to control measures including Personal Protective Equipment (PPE)

Risk Control:

Exposure to substances hazardous to health must be prevented or controlled. Prevention is by elimination of the hazardous substance or process or by substitution by a less hazardous substance, or the same substance in a less hazardous form, e.g. pellet form instead of powder, or a wet process instead of a dry one.

When exposure to a hazardous substance cannot be prevented it should be controlled by measures designed to reduce the risk to health. Control measures fall into three broad categories: engineering, procedural and Personal Protective Equipment (PPE). PPE should be used only when other control measures are not feasible (except in the case of carcinogens or biological agents when all relevant controls should be put in place). The COSHH Regulations set out a clear, strict hierarchy of control measures:

- Totally enclosed process and handling systems
- Partially enclosed process with Local exhaust ventilation (LEV)
- Local exhaust ventilation
- Sufficient general ventilation
- Reduction of numbers of employees exposed and exclusion of non-essential access
- Reduction in the period of exposure for employees
- Regular cleaning of contamination from work area provision of means for safe storage and disposal of substances hazardous to health
- Suitable Personal Protective Equipment (PPE)
- Prohibition of eating, drinking, smoking in contaminated areas
- Provision of adequate facilities for washing, changing and storage of clothing, including arrangements for laundering contaminated clothing)

Monitoring exposure and health surveillance:

- Where required, exposure monitoring must be carried out by a competent person, and this should be arranged in conjunction with the Health and Safety Department
- Health surveillance is arranged in conjunction with Occupational Health, and is required when the following circumstances are met: exposure could lead to an identifiable disease (or health effect), this is reasonably foreseeable under the particular conditions of work and there are valid techniques for detecting signs of the disease
- Records of personal monitoring should be retained for 40 years

Information, Instruction and Training:



- Must be provided to employees exposed to substances hazardous to health
- Should raise awareness of health risks and precautions to be taken
- Should include control measures, PPE etc, and their proper use and application
- There must be adequate supervision by line management to ensure proper use of the control measures provided

Performing COSHH Assessments:

(Appendix 1 gives an example of an assessment form which can be used for this purpose)

- Gather information about substances hazardous to health in your area of work i.e. establish an inventory of substances used
- Identify workers likely to be exposed, but note also that account should be taken of non-employees who may be exposed, as far as reasonably practicable
- Evaluate the risk for each substance (see definitions section 4): is the risk significant, insignificant or not significant due to effective control measures?
- Determine how any risks present can be prevented or controlled
- For existing controls, determine whether these are adequate and maintained in an efficient state, working order and good repair
- If LEV systems are in place, they must be tested every 14 months and a record kept
- Liaise with Health and Safety Department re need for occupational hygiene measures
- Liaise with Occupational Health regarding the need for health surveillance
- Ensure sufficient information, instruction and training is provided to staff and that training needs are identified and met
- Record the COSHH assessment and determine when it should be reviewed

6. Duties and responsibilities

Managers:

- Ensure that COSHH assessments are carried out by competent persons
- Ensure that planned preventive maintenance is carried out
- Ensure that the type and use of Personal Protective Equipment (PPE) is assessed and maintained according to manufacturers' instructions. Ensure that the number of different types of PPE used is minimised, to prevent mistakes with servicing or replacement
- Liaise with the Health and Safety Department for advice where required
- Liaise with Occupational Health where health surveillance may be required
- Ensure employees have appropriate information, instruction and training and are released for appropriate training programs
- If an identified exposure takes place, ensure that those affected, and their managers and representatives, are informed immediately. Inform Occupational Health and Health and Safety Departments if there is a potential risk to health

Health and Safety Advisers:

- Provide advice to managers on completion of COSHH assessments
- Carry out or arrange appropriate exposure monitoring where required
- Liaise and consult with Occupational Health Department where required
- Ensure that relevant training programs are made available, including training for nominated assessors and competent persons

Occupational Health:

- Provide advice to managers on completion of COSHH assessments
- Carry out or arrange appropriate health surveillance where required



- Inform employees of results of health surveillance and any actions required. Liaise with General Practitioners if necessary
- Where required by the relevant legislation, keep health records for 40 years
- Liaise and consult with the Health and Safety Department as appropriate

Employees:

- All employees have a duty to take reasonable care for themselves and others as required by the Health and Safety at Work etc Act 1974; this duty extends to the safe use of substances hazardous to health
- Make full and proper use of all engineering controls or systems of work provided or developed by the employer
- Use PPE as and when appropriate to do so
- Bring to the attention of managers any problems relating to the safe use of chemicals
- Attend for health surveillance, where required by management or Occupational Health

7. Training	The Company Name will give sufficient information, instruction and training to ensure a good understanding of the hazards to health posed by substances in the workplace, and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
8 Associated Documentation	<ol style="list-style-type: none">1. The Control Of Substances Hazardous To Health Regulations2. Health And Safety At Work Act 19743. A step-by-step guide to risk C. O. S. H. H. assessment
9. Further Reading	COSHH Essentials from the hse website: http://www.hse.gov.uk/coshh/ EH 40 for current workplace limits in place



Site:		Location:	
Basic Details			
Description of Substance:			
Where Used:		Quantity:	
How Used:			
Chemical Strength:		Supplier:	Tel:
Duration & Frequency of Use:			
Hazard Data Sheet Available:		YES	NO
		If Yes - Attach If No Obtain from supplier	
Exposure limits From EH 40		8 Hr TWA	15 Minute
W			
Maximum Exposure Limit (MEL)/Occupational Exposure Standard (OES)			
Substance Risk Classification			
Explosive	Oxidising	Extremely Flammable	Highly Flammable
Very Toxic	Toxic	Corrosive	Harmful
Irritant	Radioactive	Carcinogenic	Biohazard
Other (Specify)			
Exposure Risk			
Absorption	Ingestion	Inhalation	Inoculation
Contact	Cut/Wound	Other (Specify)	
Personal Protective Equipment			
Overalls	Gloves	Apron	Shoes/Boots
Arm Protection	Leg Protection	Oral/Nasal Mask	Eye or Face
Other (Specify)			
Emergency Procedures			
Spillage:			
First Aid:			
Fire:			
Mixture:			
Other:			
Provision of Information	Yes	No	Details
Signs and Notices			
Information to Employee			
Operating Instructions			
Name:	Signature:	Position:	Date:
Review Date:			



Disposal Instructions	Yes	No	Details
Normal collection/delivery satisfactory			
Is this a special waste?			If Yes Details Disposal Arrangements:
Name of Responsible Person:			
Alternative Substances (Have safer alternatives been considered?)			Yes No
Workplace Monitoring	Yes	No	Details
Personal			
Atmospheric			
Biological			
Routine Maintenance of Extract Systems			
Workplace Ventilation	Yes	No	Details
General Ventilation			
Forced Ventilation			
Local Exhaust Extraction 14 month Inspections			
Enclosed Mixing Chambers			
Fume Cabinet			
Health Surveillance			
Is Health Surveillance Required	Yes	No	Details of Frequency: