

# Control of Substances Hazardous to Health (COSHH) Policy

## 1. Policy

- 1.1 To store, handle and use substances so they do not present a Safety Health or Environmental risk. To replace hazardous substances with non-hazardous or less hazardous ones where reasonably practicable.

## 2. Aim

- 2.1 To prevent ill health occurring to employees (or other persons) arising from the use, handling, or storage of hazardous substances.

## 3. Scope

- 3.1 The guidance shall apply to all locations and activities that Darlow Lloyd and Sons (DLS) has responsibility for.

## 4. Introduction

- 4.1 A suitable and sufficient COSHH assessment (**DLS-MP-25-F2**) for the risks to health where employees are exposed to hazardous substances at work shall be carried out.
- 4.2 Exposure should be prevented or controlled so far as is reasonably practicable by means **other than** Personal Protective Equipment (PPE).

## 5. Hazardous Substances Definition

- 5.1 Those labelled in the UK under the 'Control of Substances Hazardous to Health (COSHH) Regulations 2002:
- Very Toxic
  - Toxic
  - Harmful
  - Corrosive
  - Irritant
- 5.2 Substances in the UK listed in EH40/2005 - Occupational Exposure Limits and assigned:
- **Workplace Exposure Limit – WEL**
- 5.3 Biological agents capable of causing harm to humans eg. Legionella
- 5.4 Any dust at a substantial concentration in air.
- 5.5 Any other substance not in 5.1- 5.4 above, which creates a health hazard comparable to any of them.
- 5.6 Lead and Asbestos are dealt with under separate legislation and substances which present a hazard **solely by virtue of being**:
- Radioactive
  - Flammable
  - Explosive
  - Being extremely hot or
  - Being extremely cold

Are **NOT** required to have a hazardous substance assessment carried out.

**However**, their use will constitute a hazard and a general risk assessment will be required.

## 6. Register of Substances

- 6.1 DLS shall ensure Material Safety Data Sheets (MSDS) are obtained and held on site before a substance is used.

# Control of Substances Hazardous to Health (COSHH) Policy

6.2 An inventory of all substances on site should be maintained DLS-MP-59-F1. Where a substance is found to be no longer required it shall be disposed of safely in accordance with the requirements of the Material Safety Data sheet (MSDS).

## 7. Assessment of Exposure

7.1 Where a group of people carry out the same task/activity and the assessment is representative of all of them one assessment will be adequate.

7.2 It is good practice where possible to involve the workforce in the assessment process to ensure that the findings reflect **actual** rather than perceived practice.

## 8. Completing the COSHH Assessment

8.1 Identify the hazards/effects of the substance from the product safety data sheet.

8.2 Check to see if the substance has an exposure level WEL (8hr Long Term TWA or 15min Short Term TWA). This should be on the safety data sheet.

8.3 Identify the activities likely to give rise to exposure, the people exposed and the frequency of exposure.

8.4 Examine the existing precautions/control measures in place against those specified on the safety data sheet.

8.5 Review the information; training and instruction people have received.

8.6 When all the factors have been considered an assessment of the health risk can be made.

## 9. Review

9.1 Assessments should be reviewed:

- When there is a change in the workplace/activity.
- Evidence of ill health, which may be related to exposure to hazardous substances.
- Whenever there is reason to believe it is no longer valid.

## 10. Control Measures

10.1 The Control measures will be considered adequate for a substance with an:

- Occupation Exposure Limits (OEL) - if exposure is reduced to or below that standard.
- Workplace Exposure Limits (WEL) - if exposure has been reduced so far as is reasonably practicable below that standard.

10.2 Personal Protective Equipment (PPE) should not be relied upon as the sole means of controlling exposure. PPE should be used as an interim or precautionary measure.

10.3 The hierarchy of control measures should be:

**Elimination** - do not use the hazardous substance.

**Substitution** - replace with a non or less hazardous substance.

**Segregation** - use systems which prevent people coming into contact with the substance.

**Systems** - use a safe system of work.

**Training** - ensure that people have been adequately trained.

**Supervision** - make sure adequate supervision is provided.

**PPE** - should be an interim solution or a precautionary measure.

## 11. Storage













11.1 All hazardous substances must be stored in a primary container which is secure location where its hazardous properties cannot effect its surrounding environment through breach of either its primary container or through the secondary storage.

11.2 All storage areas must be in a bunded area capable of containing (through ground and bund walls) 150% of the storage facilities capacity.

# Control of Substances Hazardous to Health (COSHH) Policy

- 11.3 Signs must be placed at the storage area indicating Hazardous Substances
- 11.4 A no smoking policy is to be enforced in or around the hazardous substances storage area.
- 11.5 No smoking paraphernalia or other potential ignition equipment is to be carried on the diesel bowser.
- 11.6 Any potential breach of containment is to be immediately reported to the Site Manager
- 11.7 It is the responsibility of the Site Manager to ensure that adequate storage is proved for the containment of hazardous substances
- 11.8 Hazardous substances can react with each other so that dangerous gases or vapours may be released or hazardous situations such as explosions, new hazardous substances therefore must be compartmentalized storage. By partitioning the substances and separated so that no dangerous combinations can occur

11.9

						
	✓	X	X	X	X	✓
	X	✓	X	X	X	X
	X	X	✓	X	X	✓
	X	X	X	✓	X	X
	X	X	X	X	✓	O
	✓	X	✓	X	O	✓

- ✓ Can be stored together
- X Can **NOT** be stored together
- O Can only be stored together if certain specific prevention measures are adopted

## 12. Retention of Records

- 12.1 Any information, which relates to individual employees, shall be retained for 50 years.

## 13. Forms

DLS-MP-59-F1  
DLS-MP-25-F1  
DLS-MP-25-F12