



18.0 Hazardous Substances

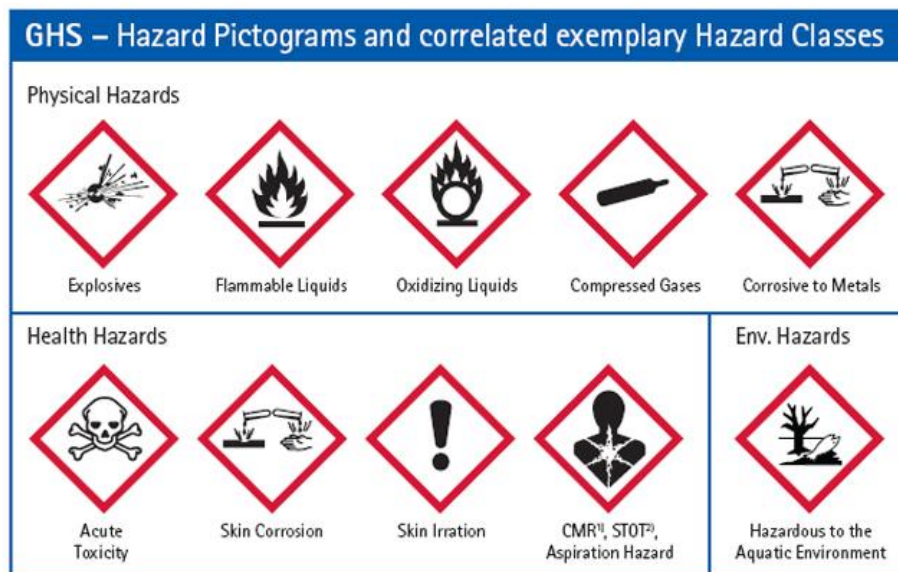
The safety advisor shall maintain a schedule of any hazardous substances used at the head office and carry out a risk assessment in accordance with the relevant legal requirements. Items identified for site works will be assessed and recorded on project and site files

18.1 Definitions

Hazardous substances include substances used at work, e.g. paints, adhesives, or substances that are generated by the work activity, e.g. dust or fumes. The majority of hazardous substances have a warning label and the properties should be detailed on a material safety data sheet.

18.2 Classification

New symbols under the Globally Harmonised System (GHS) on classification and labelling of chemicals are being phased in from 2009 until 1 June 2015.



18.3 Routes Of Entry Into The Body

The main routes of entry into the body are;

- Inhalation.
- Ingestion.
- Skin absorption.
- Injection.
- Eyes.



18.4 Risk Assessments

The risk assessment should take into account the properties of the materials or substances being used, any the persons likely to be exposed and the control measures to be put into place to prevent exposure or manage the risks. If the Safety Data Sheet lists a substance with a Workplace Exposure Limit (WEL), the company will ensure that the WEL is not exceeded. All persons that may be affected should be advised of the relevant findings of the assessments and the control measures.

18.5 Hierarchy Of Measures

The hierarchy of measures for controlling the risks from hazardous substances is;

- Eliminate hazardous substances from the workplace.
- Prevent exposure to the hazardous substances.
- Replace hazardous substances with safer alternatives.
- Use the substance in a safer form, e.g. applying paint with a brush instead of a spray.
- Enclose the process.
- Use extraction equipment, local exhaust ventilation.
- Provide general ventilation.
- Minimise the risk of materials spilling or leaking.
- Reduce the number of persons exposed to the hazardous substance.
- Reduce the duration of their exposure.
- Provide suitable personal protective equipment.

The use of personal protective equipment should always be a last resort as it only protects the individual, and not the persons around them and the equipment may fail.

18.6 Review

Risk assessments should be reviewed at regular intervals and revised where necessary to ensure the continuing effectiveness of the control measures. The assessments may also need to be revised if there have been any significant changes since the assessment was carried out.

18.7 Cleaners

Contract cleaners are employed at the office and cleaning work is done outside of normal working hours. Cleaning chemicals should be kept in a locked storeroom or cupboard wherever possible and bleach shall not be used on the premises.

Contractors are required to provide the company with risk assessments before bringing any hazardous substances onto the premises. The risk assessments shall be accompanied by a material safety data sheet and shall also take into any potential environmental impacts.