

# **Control of Substances Hazardous to Health (COSHH) Procedure**

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<b>Ref Number</b>	MLP-HSP-008	<b>Pages</b>	9
<b>Written By</b>	Rob Tyson	<b>Authorised By</b>	Mervyn Lambert
<b>Revision Status</b>	12	<b>Issue Date</b>	11/10/24
<b>Issue Reason</b>	Annual Review		

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## 1 Introduction

Mervyn Lambert Plant Ltd cares about the health and safety of its people and accepts its responsibility to do all that is reasonably practicable to ensure that supply; use and management of all substances, including gases and chemicals at work are safe and remain within current legislative requirements.

This document outlines the Mervyn Lambert Plant Ltd procedure relating to requirements imposed by the Health and Safety at Work etc, Act 1974. The Management of Health and Safety at Work Regulations 2003 and the Control of Substances Hazardous to Health Regulations 2004 (COSHH) as amended.

## 2 Scope

This procedure identifies procedures for assessing all substances and chemicals that are to be used, and to control exposure to substances and chemicals by Mervyn Lambert Plant Ltd employees, and all others who may be exposed; people at particular risk such as pregnant workers, young persons and temporary workers in the working environment. The working environment includes maintenance and repair, cleaning and construction activities.

The main hazards identified from the effects of hazardous substances include;

- Skin irritation or dermatitis as a result of skin contact
- Asthma as a result of developing an allergy to substances used at work
- Losing consciousness as a result of being overcome by toxic fumes
- Cancer which may appear long after the exposure to the chemical that caused it
- Infection from bacteria and other micro-organisms (biological agents)

## 3 Safety Procedure

All processes will be reviewed in accordance with the standard control procedures by complying with the Control of Substances Hazardous to Health Regulations 2004 (as amended). In the event of any identified risk of exposure, suitable monitoring will be carried out.

Elimination of risk is the key factor in all work activities and Mervyn Lambert Plant Ltd Procedure reflects our customer's standards and safe systems of work.

This procedure outlines procedures and plans to remove or reduce the risk to Mervyn Lambert Plant Ltd people and anyone who may be exposed.

The Health and Safety Manager will monitor changes in Legislation that may affect the procedure and arrangements for Mervyn Lambert Plant Ltd.

## 4 Management Responsibilities

**The Health and Safety Manager** is responsible for the identification and assessment of risks to health, of any new chemicals and substances in their work areas and provision of sufficient time for information, instruction, training and completion of training records relating to the introduction of new products. He will ensure that appropriate equipment for application is available and that suitable Personal Protective Equipment (PPE) is available for issue as required.

**Managers** or their delegate will be responsible for the dissemination of Health and Safety information relating to the use of chemicals and substances in the workplace, ensuring sufficient time for training and that instructions are understood. Additionally to report any misuse of existing or appearance of new chemicals or substances via uncontrolled sources and make proper use of Personal Protective Equipment (PPE), reporting any defects or unsuitable equipment.

**Users** of substances and chemicals must ensure their own safety and that of others by always adhering to the instructions for use by ensuring that all issues relating to the process and use of substances and chemicals are reported to their Manager.

## 5. Procedure Objectives

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The Control of Substances Hazardous to Health Regulations 2004 (as amended) requires the following before considering any work involving the use of hazardous substances:

- The risks to health from hazardous substances used in or created by activities in the workplace must be assessed
- Work which could expose employees or others to hazardous substances must not be used without first considering the risks and the necessary precautions, and what else is needed to comply with COSHH.
- Employees must be prevented from being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, it must be adequately controlled. A suitable and sufficient assessment must be completed and appropriate controls put into place.
- Control measures must be used and maintained properly and safety procedures are followed.
- If necessary, the exposure of employees to hazardous substances must be monitored. Appropriate health surveillance must be carried out where the COSHH Risk Assessment has shown it is necessary or specific requirements are set within the COSHH Regulations.
- Where necessary, plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances should be prepared.
- Employees must be provided with suitable and sufficient information, instruction and training.

## 6. Risk Assessment

The Health and Safety at Work etc, Act 1974, The Management of Health and Safety Regulations 2004 and the Control of Substances Hazardous to Health Regulations 2004 (as amended), impose a duty on employers to:

- carry out suitable and sufficient assessment of the risks to health caused by hazardous substances connected with work.
- identify the hazardous substances present in the workplace I.e. -
  - products which have been supplied
  - those produced by a work activity, e.g. fumes, vapours, aerosols and waste materials;
  - and those naturally or incidentally present in the workplace, e.g. infectious agents carried by rats and pigeons.

The H&S Manager is responsible to complete a risk assessment for all activities which may pose a risk of exposure from work activities.

COSHH Assessments must also be reviewed and amended as soon as there is significant change in the work activity or whenever new substances are introduced. All amendments and associated control measures must be brought to the attention of people involved in the activity.

## 7. Arrangements

Compliance with the following arrangements will ensure the achievement of the Mervyn Lambert Plant Ltd procedure objectives above.

### 7.1 Purchase of Hazardous Substances

The purchase of hazardous chemicals and substances is the responsibility of the Procurement Department. Individuals may not purchase substances without prior agreement from Line Management

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A definitive list of approved substances / suppliers should be reviewed and maintained. Ad hoc purchases required for specific short term work must have an accompanying Material Safety Data Sheet or access to Data Sheets via alternative routes.

## 7.2 Material Safety Data Sheets

Prior to any purchase of substances, a Material Safety Data Sheet (MSDS) MUST be obtained from the supplier / manufacturer and forwarded to the Health and Safety Manager. If the substance is new, the Health and Safety Manager will review the MSDS and proposed activity use, complete a COSHH Risk Assessment, and permit purchase of it accordingly.

Manufacturers of substances and products must provide an MSDS under the CHIP Regulations. An MSDS tells you all about the substance and any hazardous properties it may contain, including:

- Trade names
- Ingredients (including any hazardous properties)
- First Aid procedures
- Risk Phrases relating to the product and Personal Protective Equipment recommended to be worn during use
- Hazard warning symbols if applicable – e.g. “Toxic”
- Fire fighting measures
- Waste disposal routes
- Relative legislation

This information is then used, along with other data, to make a COSHH Risk Assessment for the substance or product to be used at work.

## 7.3 Risk Assessment

The Mervyn Lambert Plant Ltd Health and Safety Manager must ensure that suitable and sufficient COSHH Risk Assessments are in place and circulated appropriately. The Health and Safety Manager will ensure that assessments are completed using the Mervyn Lambert Plant Ltd COSHH assessment form (**Appendix A**). The Health and Safety Manager will maintain a register of Material Safety Data Sheets and COSHH Assessments.

## 7.4 Chemical (Hazard Information and Packaging for Supply) Regulations 2005

Where applicable all chemicals and substances will be transported, labelled and contained appropriate to regulatory requirements

Storage quantities will be limited by contract arrangements to prevent bulk storage whenever practicable. Approved suppliers that provide chemicals and substances to Mervyn Lambert Plant Ltd will supply Material Safety Data Sheets.

## 7.5 Storage

Hazardous chemicals and substances must be stored in locked cages or containers, and placed in well ventilated areas, in accordance with the COSHH Assessment requirements. All issues relating to the storage of substances must be escalated immediately to the Health and Safety Manager.

## 7.6 Disposal of Hazardous Substances

Although the COSHH regulations do not deal with the Environmental impact of Hazardous Substances, Mervyn Lambert Plant Ltd Managers are advised to consider this when carrying out their COSHH Assessments and to ensure that arrangements are made for safe disposal of all substances.

Under Section 34 of the Environmental Protection Act, ‘Duty of Care’ duties are placed on all producers of waste.

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## **8 Personal Protective Equipment (PPE)**

The selection and use of PPE within Mervyn Lambert Plant Ltd will depend upon findings related to suitable and sufficient Risk Assessments. Please refer to the Personal Protective Equipment Procedure.

## **9 Training**

Any training relating to substances and chemicals used in the workplace must be approved and agreed by the Health and Safety Manager. Training may take the form of Toolbox talks, instructions from the suppliers or by formal process arranged with external training suppliers.

It is the responsibility of the Line Managers to ensure that their people are aware of the risks created by exposure to substances with which they work and any precautions that should be taken in both normal and emergency situations. The method by which the details of COSHH Assessments are communicated by Line Managers to their people depends on the relative risk presented by the substances involved.

## **10 References**

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 2003 as amended

The Chemicals (Hazard Information for Packaging and Supply) Regulations 2005 as amended

The Control of Substances Hazardous to Health (Amendment) Regulations 2004

Mervyn Lambert Plant Ltd Personal Protective Equipment Procedure


Mervyn Lambert Plant Ltd Waste Guide

## **11 Enquiries**

For additional information regarding this document contact the Health and Safety Manager.

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## 12 Appendix A

<b>Name of Hazardous Substance:</b>					
<b>Manufacturer/Trade Name</b> (where applicable)					
<b>Activity Substance is used for</b>					
<b>Description:</b> e.g. solid, liquid, gas, vapour, etc					
<b>Hazard data sheet attached:</b>	<b>YES/NO</b>	<b>IS Health Surveillance Required? YES/NO.</b> <b>IF YES Give Details</b> Continue on separate sheet if needed			
<b>Size of container or quantities in litres/kg</b>	<b>Litre 1</b>	<b>5 litre</b>	<b>10 litre</b>	<b>20 litre</b>	<b>Other specify</b>
	<b>1Kg</b>	<b>5Kg</b>	<b>10Kg</b>	<b>25Kg</b>	
<b>HAZARD</b>					
					
<b>Known exposure levels: (if applicable)</b>	<b>O.E.S.</b>	<b>M.E.L.</b>	<b>W.E.L.</b>		
<b>Likely route of entry to body: (tick all that apply)</b>	<b>Inhaled</b>	<b>Ingested</b>	<b>Absorbed by skin</b>	<b>Eyes</b>	<b>Other</b>
<b>First Aid:</b>					
<b>Eyes</b>					
<b>Skin</b>					
<b>Inhalation</b>					
<b>Ingestion</b>					
<b>Dealing with a Spillage</b>					
<b>Disposal:</b>	<b>Additional Advice available from:</b>				
<b>By Products:</b>	<b>Product Provider Tel:</b>				

### CONTROL MEASURES

<b>Can the substance be substituted by another less harmful?</b>	(tick as appropriate)	<b>Yes</b>	<b>No</b>
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<b>Is monitoring required?</b>	Provide details	<b>Yes</b>	<b>No</b>
<b>Local exhaust ventilation required?</b>	Is LEV tested and maintained	<b>Yes</b>	<b>No</b>
<b>Is a documented working method available on safe use and handling?</b>	Details held where	<b>Yes</b>	<b>No</b>
<b>Storage restricted to minimum practical amounts unless otherwise stated</b>	<b>Storage restricted to</b>	<b>Secure store out of reach of service users and children</b>	<b>Store to be well ventilated</b>
			<b>Separate storage facility available or required</b>
			<b>Other</b>
<b>State any special requirements:</b> (not listed above)			
<b>Method of use.</b> (tick as appropriate)	<b>Use undiluted</b>	<b>Use diluted</b>	<b>Wash hands after use</b>
			<b>Do not mix with other products</b>
<b>Special or other precautions:</b> (state)			

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENT.			
			
<b>Face Protection</b>	<b>Eye Protection</b>	<b>Dust Mask</b>	<b>Respirator</b>
			
<b>Overalls</b>	<b>Apron</b>	<b>Foot Protection</b>	<b>Gloves</b>
			
<b>Hard Hat</b>	<b>Ear Protection</b>		

Providing that the above conditions are complied with the use of this Hazardous Substance can be regarded as having an **adequate level** of Risk Control.

Assessment carried out by (Print Name)

Signed

Date:

Next Planned Review of Assessment

Date:

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