

## SECTION 4 - HAZARDOUS SUBSTANCES MANAGEMENT

Hazardous Substance Management will be completed as required by the Health and Safety at Work (Hazardous Substances) Regulations 2017.

### **Risk Management**

For all hazardous substances in our workplace, we will consider first whether they are needed, or if they can be eliminated or substituted with a safer product.

All hazardous substances will be assessed using the SiteSafe Risk Assessment Matrix as per our Hazard and Risk Management policy.

### **Inventory**

An inventory of all the hazardous substances used, handled, manufactured or stored at our workplace is kept on the google drive, and shall be accessible to emergency service workers via the [www.crom-dig.co.nz](http://www.crom-dig.co.nz) team link. A hardcopy of the inventory is to be stored in a lock box on site. It is to be reviewed at least annually and updated as required.

### **Safety Data Sheets (SDS)**

A current SDS for each hazardous substance (or a condensed version of the key information from the safety data sheet, for example a product safety card) will be kept with the inventory. It must be read, the risks posed by the substance understood, and the appropriate measures put in place to manage them. A SDS is not required if the product is a consumer product used in quantities consistent with household use.

The full SDS, or the condensed version, must be readily accessible to people who may handle, or be exposed to, the hazardous substance such as workers and emergency services personnel.

SDS for all hazardous substances in the workshop are kept on the Google drive.

SDS for substances used off site (i.e. diesel/ petrol for refuelling of machines) are held on the [www.crom-dig.co.nz](http://www.crom-dig.co.nz) team link. SDS are to be checked annually for updates.

### **Storage and Handling**

Hazardous substances that have been decanted or transferred at the workplace e.g. hazardous waste will also be included on the inventory.

The manufacturer or importer label must remain on the containers of hazardous substances (so far as is reasonably practicable).

### **Training**

All workers will be trained on safe operating procedures. Workers are to be informed of any work involving hazardous substances – where to find information about the hazards of each hazardous substance in the workplace and how to handle and store those substances safely. This includes the SDS but is not limited to the SDS.

This includes

- health hazards, i.e. are they explosive, flammable, corrosive, toxic or oxidizing,
- how to safely use, handle, store and dispose of the substances,

- how to use equipment necessary to manage the hazardous substances safely, including personal protective equipment (PPE), and
- the worker's role in an emergency involving the hazardous substances

### **Purchasing Policy**

When a new hazardous substance is required, the person purchasing must obtain the SDS or product safety card and must be handed in at the office for adding to the inventory.

Before purchasing, first check to determine if can be substituted with a safer product.

Workers need to be trained on and made aware of the dangers associated with a new hazardous substance, or on an existing substance when the SDS changes.

### **Emergency management**

Emergency response plans shall cover all reasonably foreseeable emergencies (this means any emergency that has a realistic chance of happening) arising from a breach or failure of the controls on the hazardous substances in (or likely to be in) the workplace.

Any minor spillage, workers are to use Spill Kit supplied and follow procedure inside.

Any major emergency, such as a major diesel/ petrol spill/ explosion, workers are to follow 'Call for Emergency Services' procedure, keep themselves clear and call for emergency services.

- See accompanying Hazardous Substances Floor Plan.

### **Hazardous Waste**

Waste oil and any hazardous waste must be disposed of at an approved waste collection site.

### **INFORMATION ON HAZARDOUS SUBSTANCES**

<https://worksafe.govt.nz/topic-and-industry/hazardous-substances>