

Policy: COSHH Policy

1. SUMMARY

- 1.1. This policy defines WINNS Services COSHH Policy to ensure it meets requirements.
- 1.2. The General Manager is responsible for implementation and management of the COSHH Policy

| Rev. | Date | Nature of Changes | Approved By |
|------|------------------------------|-------------------|-------------|
| 1 | 3 rd January 2018 | Original issue. | C Stebbing |
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2. POLICY: COSHH Policy

- 2.1. Control of Substance Hazardous to Health will be subject to 'Site' Risk Assessment and method statement for specific substances
- 2.2. Our first action will be to review all materials and substances which may fall under COSHH or have COSHH implications and, where possible, to eliminate these from our process entirely.
- 2.3. Managers look at chemicals used on an on-going and regular basis to ensure that only chemicals absolutely required for the process are stored and in use.
- 2.4. Appropriate storage for the chemicals in use on all sites will be provided by the client and checked by WINNS to ensure suitability.
- 2.5. All purchases are made through an approved supplier and only those which meet our requirements are purchased and allowed on site. All equipment, materials and chemicals are sourced ensuring that relevant Data sheets are provided before any materials or chemicals are delivered...
- 2.6. The safe handling practice of all materials used within the commercial environment, will be based on the strict guidelines of the manufacturer's MSDS (Material Safety Data Sheet) regarding carriage, use, storage and final disposal. Where the substances are notified hazardous to health and the guidelines are no longer available, the materials must not be used.
- 2.7. In accordance with COSHH regulations, all identified hazardous substances which cannot be eliminated from our processes are assessed for their impact on our staff and other people who may come in contact with them using information supplied in form of Material Safety Data Sheet. Full assessment and safe working procedure is included as part of this assessment.

ADVISE TO STAFF - USE OF ANY CHEMICAL/HAZARDOUS SUBSTANCES

A list of all substances hazardous to health will be kept in each cleaning station and security base were applicable. Assessments of the substances will be made in order to comply with the Control of Substances Hazardous to Health Regulations, 1988 COSHH. Employees will be advised by their Manager/Supervisor of any risks associated with the use of such chemicals, correct protective measures to be observed and immediate first aid treatment necessary in the event of an accident.

AS YOUR EMPLOYER, we identify the substances we are using and then check:

- 2.8. How and where they are used
- 2.9. What harmful substances are given off
- 2.10. Who uses them and for how long
- 2.11. What harmful effects are possible
- 2.12. What health risks there are
- 2.13. What precautions we already take
- 2.14. What extra precautions we need to take in order to reduce the risk to your health

REMEMBER TO NEVER ...

- 2.15. Bring substances in from home
- 2.16. Borrow substances from other people (don't lend them either)
- 2.17. Use any substances if you're not sure what it is
- 2.18. Deliberately inhale fumes or vapour or dust
- 2.19. Let anyone use a substance you are using unless they have permission
- 2.20. Leave substances where anyone could have access to them
- 2.21. Play jokes on people

REMEMBER - NEVER PUT SUBSTANCES INTO UNLABELLED CONTAINERS

REMEMBER TO ALWAYS...

- 2.22. Only use the substances you are supposed to use
- 2.23. Read the label and/or the hazardous data sheet
- 2.24. Store substances as instructed
- 2.25. Make sure that there is proper ventilation
- 2.26. Use protective equipment and clothing properly
- 2.27. Use the minimum quantity necessary to do the job
- 2.28. Clean up spillages correctly & immediately
- 2.29. Dispose of substances and containers as instructed

- 2.30. Report any problems and accidents at once
- 2.31. Practice good personal hygiene
- 2.32. Obey warning signs
- 2.33. Keep you workspace tidy
- 2.34. Be certain about emergency procedures

EVERY INDIVIDUAL (YOU) MUST...

- 2.35. Co-operate with our COSHH arrangements
- 2.36. Practise good personal hygiene
- 2.37. Obey rules about use, handling, storage and disposal of hazardous substances
- 2.38. Be trained, ask if you don't understand
- 2.39. Read labels and information sheets
- 2.40. Look after and use properly any personal protective equipment which your are given
- 2.41. Report any hazards, defects or faulty equipment
- 2.42. Know what to do in an emergency

Uncontrolled