



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH



Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

Version	1
Name of responsible person	Stefano Fasulo
Date ratified	17 April 2018
Document Manager (job title)	Health and Safety Advisor TecIOSH
Date issued	26 April 2018
Review date	31 March 2019
Electronic location	Workplace Group Server
Related Procedural Documents	Health and Safety at Work Policy & QMS
Key Words to be aware of	COSHH, Chemical Substance Hazardous Health exposure Hazards; Working environment; Occupational hazards; Risk management; Dangerous materials; Safety measures; Hazard control; Forms; Health service staff

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

CONTENTS

QUICK REFERENCE GUIDE.....4

1. INTRODUCTION5

2. PURPOSE.....5

3. SCOPE5

4. DEFINITIONS6

5. DUTIES AND RESPONSIBILITIES10

6. PROCESS12

7. TRAINING REQUIREMENTS.....13

8. REFERENCES AND ASSOCIATED DOCUMENTATION14

9. MONITORING COMPLIANCE WITH PROCEDURAL DOCUMENTS **Error! Bookmark not defined.**

APPENDIX 1: COSHH Assessment Form.....15

EQUALITY IMPACT SCREENING TOOL..... **Error! Bookmark not defined.**

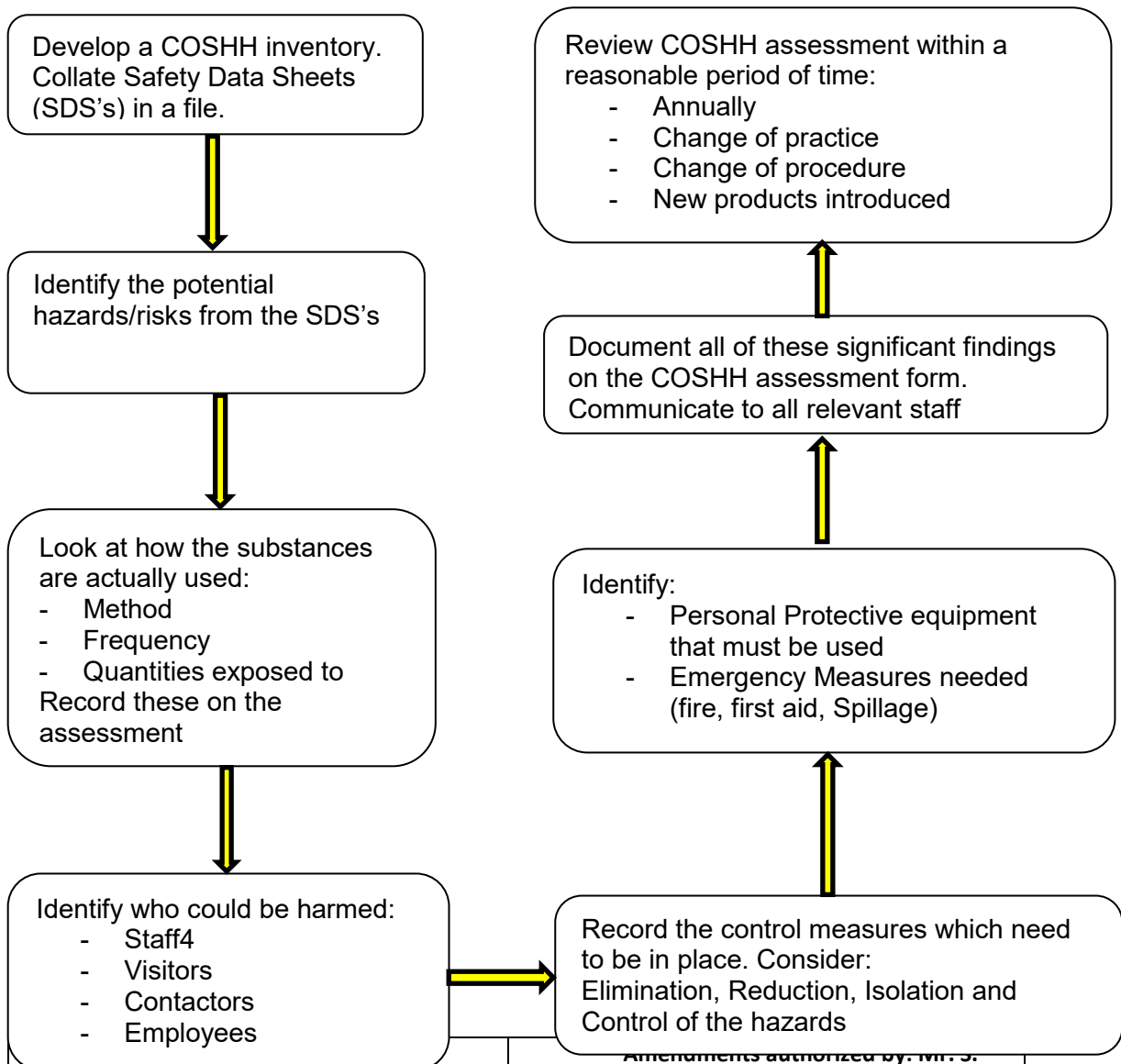
Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

QUICK REFERENCE GUIDE

For quick reference the guide below is a summary of actions required. This does not negate the need for the document author and others involved in the process to be aware of and follow the detail of this policy.



		Amendments authorized by: Mr. S. Fasulo		
Document reference: HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

1. INTRODUCTION

Control of Substances Hazardous to Health (COSHH), is the legal requirement placed on Employers to protect their employees, the clients employes, contractors and visitors

Hazardous substances come in a variety of forms such as:

- Chemicals
- Fumes
- Dusts
- Vapors
- Biological Agents (bacteria, viruses, body fluids)
- Gases (mists)

Workplace Group has minimized the use of harmful chemicals etc, wherever possible, however the use of some products forms part of everyday practice within the services provided

By assessing the risks, implementing appropriate control measures and ensuring that appropriate advice and training is given to users the risks of Exposure to Hazardous Substances can be avoided.

2. PURPOSE

The purpose of this policy is to set out the measures required by Workplace Group to ensure compliance with the Control of Substance Hazardous to Health Regulations 2002

3. SCOPE

This Policy applies to all staff and other persons working on behalf of Workplace Group within our own premises or those of our clients, whether in a primary or secondary role.

By entering Clients establishments, consideration must be given to the possibility of coming into contact with substances that fall within the COSHH perimeters and as such Staff need to be aware of the implications of such contact.

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

4. DEFINITIONS

Substances Hazardous to Health:

Any material, mixture or compound that is being used or that a person may come into contact with that could be harmful to health.

Routes of Entry:

The method by which, substances could enter the body.

- Inhalation
- Ingestion
- Absorption (through skin/eye contact)
- Injection (needle puncture)

WEL:

Workplace Exposure Limit. WELS are British occupational Exposure limits and are set in order to help protect the health of worker. WELS are concentrations of Hazardous Substances in the air, averaged over a specified period of time, referred to as a time weighted average (TWA). Two time periods are used:

- Long term (8) hours
- Short Term (15 Minutes)

CHIP

CHIP is the abbreviated name for the Chemicals (Hazard Information and Packaging for Supply) Regulations

CHIP is being replace by the European CLP Regulation and will be revoked from 1st June 2015

CLP:

Classification, Labelling and Packaging of Substances.

The European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures – the CLP Regulation – came into force in all EU member states, including the UK, on 20 January 2010. The CLP Regulation:

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

- adopts in the EU the Globally Harmonised System (GHS) on the classification and labelling of chemicals;
- Is being phased in through a transitional period which runs until 1 June 2015.
The CLP Regulation applies to substances from 1 December 2010, and to mixtures (preparations) from 1 June 2015;
- Applies directly in all EU member states. This means that no national legislation is needed;
- is overseen by the European Chemicals Agency (ECHA);
- will replace the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 – CHIP – from 1 June 2015

Hazard Symbols and Pictograms

Old CHIP symbols



These symbols help us to know that the chemicals we are using might be explosive, oxidising, highly or extremely flammable, (very) toxic, harmful, irritant, corrosive, or dangerous for the environment. One or more might appear on a single chemical.

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	

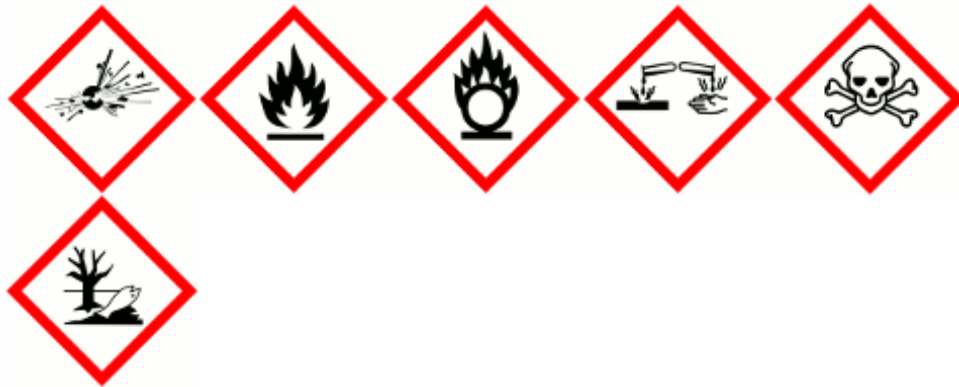
COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

These symbols are being replaced by others because the law on chemical classification and labelling has recently changed.

The new symbols, called pictograms, show similar images just a slightly different shape and colour.

New CLP symbols



You'll see that the harmful symbol is missing. This has been replaced by the exclamation mark pictogram:



This pictogram will refer to less serious health hazards such as skin irritancy Sensitisation.

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

A couple of new pictograms have also been introduced:



This pictogram reflects serious longer term health hazards such as carcinogenicity and respiratory sensitisation.



This pictogram means "Contains gas under pressure"

Hazard statements

New hazard statements will replace the CHIP risk phrases.

Hazard Statements are separated into:

- H200s for Physical Hazards
- H300s for Health Hazards
- H400s for Environmental Hazards

Hazard statements will provide information about the nature and the degree of the hazard and each Hazard statement has a corresponding identification code. Many of the phrases, although have a similar meaning, are worded differently, e.g.: R28 'Toxic if swallowed' is replaced by H300 'Fatal if swallowed'. R42 'May cause sensitisation by inhalation' is replaced by 'H334 May cause allergy or asthma symptoms or breathing difficulties if inhaled'

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

Precautionary statements

New precautionary statements will replace the CHIP safety phrases.

Precautionary Statements are separated into:

- P100s for General
- P200s for Prevention
- P300s for Response
- P400s for storage
- P500s for Disposal

Precautionary statements provide information on the measures to take to minimize or prevent effects from physical, health or environmental Hazards. As such, they serve the same purpose as the well – known ‘S phrases’.

These include First aid and emergency measures (response)

For example:

- P103 – Read label before use
- P271 – Use only outdoors or in a well ventilated area
- P304 – If inhaled.....
- P405 – Store Locked up
- P501 – Dispose of contents to.....

Signal word

The CLP introduces a new requirement for labelling – a signal word, either “warning” or “danger” depending on the severity of the hazard.

5. DUTIES AND RESPONSIBILITIES

Managers:

- Compile an inventory of Hazardous Substances
- Ensure that COSHH assessments are carried out by competent persons
- Ensure all COSHH assessments are collated in an accessible COSHH folder (this may be an electronically stored file)
- Compile a register of employees exposed

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

- Ensure that Planned Preventive Maintenance is carried out for control measures used
- Ensure that the type and use of Personal Protective Equipment (PPE) is assessed and maintained according to manufacturers' instructions. Ensure that the number of different types of PPE used is minimized, to prevent compatibility issues, or mistakes with servicing or replacement. Any staff using Respiratory PPE must be trained in its safe use and correct fitment
- Carry out or arrange appropriate exposure monitoring where required
- Ensure employees have appropriate information, instruction and training and are released for appropriate training programs
- If an identified exposure takes place, ensure that those affected, and their managers and representatives, are informed immediately and that the appropriate emergency treatment is sought.

Health and Safety Advisor:

- Provide advice to managers on completion of COSHH assessments
- Assist managers in the selection of appropriate exposure monitoring where required
- Ensure that relevant training programs are made available

Employees:

- All employees have a duty to take reasonable care for themselves and others as required by the Health and Safety at Work etc Act 1974; this duty extends to the safe use of substances hazardous to health
- Make full and proper use of all engineering controls or systems of work provided or developed by the employer
- Use PPE as indicated or dictated by the risk assessment
- Bring to the attention of managers any problems relating to the safe use of chemicals, including control measures or PPE
- Attend for health surveillance, where required by management

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

6. PROCESS

Using chemicals or other hazardous substances at work put people's health at risk, so law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

COSHH is a useful tool of good management which sets out eight basic measures that employees, and sometime employees, must take. These are:

1. Assess the risk.
2. Decide what precautions to take.
3. Prevent or adequately control exposure.
4. Ensure that control measures are used and maintained.
5. Monitor the exposure.
6. Carry out appropriate health surveillance.
7. Prepare plans and procedures to deal with accident, incidents and emergencies.
8. Ensure employees are properly informed, trained and supervised.

There is a hierarchy of control measures under Regulation 7, which is as follows:

Prevent Exposure By:

1. Eliminating the substance.
2. Substitution with a substance less hazardous to health.

Control Exposure By:

1. Total enclosure of the process, therefore removing exposure.
2. Limiting the area of contamination.
3. The use of LEV (Local Exhaust Ventilation).
4. Dilution Ventilation.
5. Reducing the period of exposure.
6. Providing suitable PPE.

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

Personal Protective Equipment DOES NOT REMOVE THE HAZARD.

Monitoring exposure and health surveillance:

- Where required, exposure monitoring must be carried out by a competent person
- Records of personal monitoring should be retained for 40 years from date of last entry

Performing COSHH Assessments:

(Appendix 1 gives the assessment form, which must be used for this purpose).

- Gather information about substances hazardous to health in your area of work i.e. establish an inventory of substances used
- Identify workers likely to be exposed, but note also that account should be taken of non-employees who may be exposed, as far as reasonably practicable
- Collate relevant information from material safety data sheets and / or other sources of information
- Evaluate the risk for each substance (see definitions section 4): is the risk significant, insignificant or not significant due to effective control measures?
- Determine how any risks present can be prevented or controlled
- For existing controls, determine whether these are adequate and maintained in an efficient state, working order and good repair
- If LEV systems are in place, they must be tested every 14 months and a record kept
- Ensure sufficient information, instruction and training is provided to staff and that training needs are identified and met
- Record the COSHH assessment and determine when it should be reviewed
- At the date of review if no further action is required the assessment should be resigned and dated

7. TRAINING REQUIREMENTS

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

Employees must be given guidance and training as required on ALL substances that they may be required to use or be exposed to as part of the Local Induction process.

8. REFERENCES AND ASSOCIATED DOCUMENTATION

- [HSE: Chemical Classification](#)
- [INDG 350 Read the label](#)

Minimum requirement to be monitored	Lead	Tool	Frequency of Report of Compliance	Reporting arrangements	Lead(s) for acting on Recommendations
Evidence of completion of COSHH Assessments	H&S Advisor	Assessments	Quarterly reports	Policy audit report to: ➤ Partners	Partners
Exposure to hazardous substances reported through the accident system	H&S Advisor	Accident book	Quarterly reports	Policy audit report to: ➤ partners	Partners

- [INDG 136 Working with Substances Hazardous to Health](#)

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date:	17/04/2017



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

APPENDIX 1: COSHH Assessment Form

Product:				SDS – Date of Issue:			
Supplier:				Tel:			
Description of use in the Department							
Where is it used							
What is it used for							
Frequency of use							
Quantity of use							
Who is exposed							
Exposure time							
Classification							
Hazard Type							
Gas	Vapor	Mist	Fume	Dust	Liquid	Solid	Other
Route of Exposure							
Inhalation	Skin	Eyes	Ingestion	Puncture	Other		
Workplace Exposure Limits							
Long Term (8hr TWA)				Short Term (15 mins)			
Is Health Surveillance required				Yes		No	
Is Monitoring Required				Yes		No	
Risks to Health (H300's)							
Egg: H312	Harmful in Contact with Skin						
Control Measures							





Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo			
Document reference: HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017		



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

(List of hazard and Precautionary Statements)			
Personal Protective Equipment			
			
First Aid Procedures			
Inhalation			
Skin			
Eyes			
Ingestion			
Additional Safety			
Storage			
Disposal			
Spill Procedure			
Local Exhaust ventilation			
Required	Y	N	If yes: date & examination of test

Is Exposure Adequately controlled	YES		NO	
Risk Rating Following Control Measures				
HIGH		MEDIUM		LOW

Name of Assessor	
Date of Assessment	
Signature	

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	



"The Interior Experts"

COSHH Policy

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

Review Date

Monitoring of Actions

The monitoring of actions to mitigate any impact will be undertaken at the appropriate level

All actions will be further monitored as part of reporting schedule to the Equality and Diversity Committee

Quality Manual 9001: 2015		Amendments authorized by: Mr. S. Fasulo		
Document reference:HS12	Issue: 1	Revision: 1	Effective date: 17/04/2017	