



**PriorityWaste**<sup>®</sup>

*Your waste is our priority*

## **PRIORITY WASTE COSHH POLICY**

**POLICY: Control of Substances Hazardous to Health (COSHH)**

**ISSUE NO. 3**

**ISSUE DATE: OCT 2024 REVIEW**

**DATE: OCT 2025 (UNLESS CHANGES TO LEGISLATION)**

### **Scope of Policy**

This policy applies to all staff, volunteers and trainees who use chemicals which come under the Control of Substances Hazardous to Health Regulations 2002 (COSHH)

This Policy covers Risk Assessment, recording and storage of chemicals that come under the Control of Substances Hazardous to Health Regulations.

### **Aim of Policy**

Priority Waste acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all 1

exposure of employees, trainees, and volunteers to substances hazardous to health is prevented or at least controlled to within statutory limits.

Priority Waste undertakes to control exposure by doing whatever is reasonably practicable. Where exposure cannot be adequately controlled, appropriate personal protective equipment (PPE) will be provided free of charge. The implementation of this policy requires the total co-operation of all members of management, staff, and volunteers.

All staff must be trained in induction in the awareness of substances used in Projects and ongoing as new substances are introduced. Priority Waste is committed to ensuring a safe place of work and to comply with the Regulations.

If there are any concerns that a substance is being used in the workplace that is not recorded in the COSHH file, or if incorrect containers or labels are being used then this must be reported to the Manager as Health and Safety Officer.

All substances which come under the COSHH regulations must be risk assessed and the results recorded on the risk assessment documentation. Heads of Service as Health & Safety Officers are responsible for ensuring that COSHH Risk Assessments are carried out and recorded.

Authorised by:  
Nikolay  
Tovirov  
Operations Director and Safety Officer

## **Definitions of a Hazardous Substance**

A hazardous substance:

- Will be labelled as: very toxic; toxic; harmful; corrosive; irritant.
- Is a significant amount of dust in air
- Can be other substances which may be a risk to health - even if no official classifications or exposure limits have been set

## **Information and training**

Priority Waste, through Heads of Service, will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors where required.

Heads of Service, Managers and Assistant Managers (who act as Health & Safety Officers) of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

## **Controls**

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken.

The most important steps are:

- Identify the hazard.
- Assess the risk.
- Eliminate, prevent or control the risk.
- Maintain and monitor the controls.
- Monitor the health of the workforce.
- Ensure assessments and controls are up to date.

The COSHH Regulations require employers to assess the risk to all concerned, and to prevent or adequately control those risks.

### **Principles of Good Practice**

In April 2005, to ensure good practice the HSE clarified the existing requirements of the COSHH Regulations by introducing eight basic principles. These principles can be applied to any substance.

#### **These 8 principles of good practice are:**

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Consider all relevant routes of exposure - inhalation, skin absorption and ingestion - when developing control measures
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work, and the use of control measures developed to minimise the risks
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

#### **For adequate control of hazardous substances**

- Apply the eight principles of good practice for the control of substances hazardous to health.
- Ensure that exposure to substances that can cause occupational asthma, cancer; or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.

**To comply with the COSHH Regulations there are eight steps that must followed:**

1. Assess the risks.
2. Decide what precautions are needed.
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 if the assessment indicates that this is necessary.
7. Prepare plans and procedures to deal with accidents, incidents, and emergencies.
8. Ensure employees are properly informed, trained, and supervised.

**Risk assessments**

Suitable and appropriate risk assessments must be carried out for any activity requiring the use of substances hazardous to health. A COSHH Risk Assessment document is available alongside this Policy which details the risk assessment requirements.

**Personal Protective Clothing and Equipment (PPE)**

Where necessary, after all other precautions have been taken, appropriate personal protective equipment (PPE) will be provided and must be always used. Heads of Service and Assistant Heads of Service must ensure that the PPE provided is of the correct type and standard for the substance(s) and equipment being used. Heads of Service and Assistant Managers must adequately supervise staff to ensure PPE is worn.

**Health surveillance**

If staff and/or external parties could be exposed to, or work with certain substances, e.g., substances that may cause dermatitis or asthma, health surveillance may be necessary to ensure that there are no adverse health effects from the use of, or exposure to the substance(s) involved.

Health surveillance may be by self-examination; the Manager or Assistant Manager examination; or through a nominated GP.

## **Environmental Monitoring**

Where the use of hazardous substances may lead to contamination of the air, water or ground, environmental monitoring should be considered and carried out if appropriate.

## **Hazardous Waste Disposal**

Waste generated from the use of hazardous substances may need to be disposed of as hazardous waste. This waste could be residual material, intermediate substances generated by a process or paper/cloths used to clean up spillages.

## **Responsibilities**

### **Health & Safety Manager**

Is responsible for:

- Writing, reviewing the COSHH Policy
- advising and assisting with the provision of suitable training of personnel involved in the use of substances hazardous to health.
- Liaising with Heads of Service to effectively implement this, Policy.
- providing advice to Heads of Service and Assistant Managers on health and safety issues arising from work with substances hazardous to health
- Liaising with the Chief Executive as necessary, where health or medical problems relating to the use of, or exposure to, substances hazardous to health have been notified.

### **Heads of Service and Assistant Managers as Health & Safety Officers**

Are responsible for:

- Ensuring that suitable and sufficient risk assessments are made where necessary for projects and research where biological agents are involved.

- Ensure records of all chemicals and hazardous substances are kept using COSHH Register of Controlled Substances (AUKNT 099) and made available in projects.
- Provide protective personal equipment and clothing when using and handling substances that are hazardous to health.
- Ensuring suitable storage areas are provided for all chemicals and hazardous substances.
- Monitoring/supervising staff, volunteers, and trainees to ensure they follow safe systems of work and follow procedures that are implemented.
- Ensuring suitable and sufficient risk assessments are carried out for all activities involving substances hazardous to health associated with their area of work.
- Ensuring that risk assessments are conducted before any activity commences.
- Ensuring that the risk assessments are kept up to date, reviewed periodically (at least annually) and revised as necessary
- Ensuring that all staff for which they are responsible who are undertaking tasks involving substances hazardous to health are made aware of and are familiar with risk assessments relevant to the work being undertaken.

## **Staff**

Are responsible for:

- Following the control measures indicated in the risk assessments associated with any projects being undertaken.
- Informing their tutor of any incidents involving substances hazardous to health and/or associated equipment which have or may have caused injury to themselves or others.

## **Contractors**

Are responsible for:

- Providing the Group with copies of their risk assessments for hazardous substances intended for use on the premises.

## **Suppliers**

Are responsible for:

- Providing suitable and sufficient information by way of hazard data sheets and any other relevant information in connection with materials and substances supplied for use by the Group.