



PriorityWaste[®]

Your waste is our priority

PRIORITY WASTE – COSHH (HAZARDOUS SUBSTANCES) POLICY

Version: 2.0

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Approved By: Nikolay Tovirov – Operations Director

Next Review: 20/10/26

1. Purpose

The purpose of this COSHH Policy is to ensure Priority Waste meets all legal requirements for the safe handling, storage, transport, and disposal of hazardous substances under the Control of Substances Hazardous to Health Regulations 2002 (as amended).

This policy protects employees, contractors, visitors and customers from exposure to hazardous substances arising from our operations, including hazardous waste materials handled on behalf of clients.

2. Scope

This policy applies to:

- All Priority Waste employees and contractors
 - All hazardous substances used on site (e.g., cleaning chemicals, fuels, oils)
 - All hazardous waste received, stored, processed or transported
 - Drivers collecting hazardous materials from client sites
 - Any activity where exposure to hazardous substances may occur
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3. Responsibilities

3.1 Operations Director – Nikolay Tovirov

Responsible for:

- Overall implementation of COSHH controls
- Ensuring COSHH assessments are completed and reviewed
- Ensuring suitable PPE, equipment and training are provided
- Approving safe systems of work for hazardous substances
- Ensuring emergency procedures are in place and communicated

3.2 Line Managers / Supervisors

Must:

- Ensure COSHH assessments are followed at all times
- Confirm employees understand the hazards and controls before work begins
- Ensure correct PPE is issued, worn and maintained
- Prevent unauthorised or unsafe handling of hazardous substances
- Report any spillages, exposures or unsafe storage immediately

3.3 Employees

Employees must:

- Follow all COSHH risk assessments and safe systems of work
- Wear required PPE
- Never decant, mix or handle chemicals or hazardous waste without authorisation
- Report damaged labels, unsafe containers or unknown substances
- Notify their manager immediately of spills, leaks, or suspected exposure

Failure to follow COSHH procedures is a serious breach of health and safety rules.

3.4 Drivers

Drivers must:

- Follow COSHH and ADR procedures when handling hazardous waste
- Check that hazardous waste containers are intact, sealed, labelled and safe to load
- Never handle loose chemicals or unsealed laboratory waste unless trained and risk-assessed
- Ensure emergency equipment is kept in vehicles (spill kit, PPE, eyewash)
- Report discrepancies in waste type or packaging before leaving site

4. COSHH Assessment Process

A COSHH Assessment must be completed for:

- All hazardous substances used by Priority Waste
- All hazardous waste streams handled for customers
- Any activity where inhalation, ingestion, skin or eye exposure is possible

Each assessment must identify:

- Substance hazards (CLP classification, SDS information)
- Exposure routes
- Required PPE
- Storage and compatibility requirements
- Handling and operational controls
- Emergency and first-aid measures
- Disposal requirements

Assessments must be reviewed annually or sooner if:

- A new substance is introduced
- A process changes
- An incident or near miss occurs

5. Storage & Labelling of Hazardous Substances

All hazardous substances must be:

- Stored in designated, clearly labelled areas
- Secured away from unauthorised access
- Separated according to compatibility
- Kept away from ignition sources
- Stored with spill containment (bunds, drip trays)

Hazardous waste must only be stored:

- In sealed, labelled, appropriate containers
- On bunded tanks or impermeable surfaces

- Away from walkways, fire exits and stairways
 - In accordance with the Fire Safety Policy
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6. Handling & Use of Hazardous Substances

- Only trained and authorised individuals may handle hazardous substances
- Decanting, transferring or opening containers is prohibited unless approved and risk assessed
- Ensure ventilation and extraction is used where required
- Never eat, drink or smoke near hazardous materials
- Follow all instructions on SDS documents and safe systems of work
- Use spill kits immediately in the event of a leak

Hazardous activities involving chemicals must never be undertaken alone unless the waste is fully packaged, labelled, sealed and safe to load.

7. Personal Protective Equipment (PPE)

Employees must wear the PPE specified in each COSHH assessment, which may include:

- Safety gloves (chemical-resistant if required)
- Respiratory protection (FFP2, FFP3 or supplied-air masks)
- Safety goggles or face shields
- Protective suits or aprons
- Safety boots

PPE must be inspected before use and replaced if damaged.

8. Safety Data Sheets (SDS)

SDS must be:

- Held for every hazardous substance on site
- Reviewed before beginning any task involving hazardous materials
- Accessible at all times to staff
- Used to inform COSHH assessments and emergency procedures

When dealing with customer waste, SDS or equivalent information must be requested wherever possible.

9. Transport of Hazardous Waste

- All hazardous waste transport must comply with ADR regulations
 - Drivers must carry appropriate documentation, PPE, and emergency equipment
 - Loads must be secured, upright and stable
 - No leaking or unlabelled containers may be transported
 - Any discrepancies must be reported before leaving the client site
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10. Emergency Procedures

In the event of a spillage, leak or exposure:

- Stop work immediately

- Alert a supervisor
- Use spill kits only if safe to do so
- Evacuate the area if fumes, vapours or reactions occur
- Follow SDS first-aid and emergency guidance
- Complete an Accident/Incident Report

Serious incidents may require:

- Activation of fire procedures
 - RIDDOR reporting
 - Environmental authority notification
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11. Training

All employees must receive training covering:

- COSHH awareness and legal requirements
- How to read and interpret SDS
- Use of PPE for chemical and hazardous waste handling
- Spill response and emergency actions
- Safe loading and transport procedures

Refresher training must occur annually or following any incident.

12. Non-Compliance

Non-compliance with COSHH controls may result in:

- Immediate suspension of tasks
- Mandatory retraining
- Disciplinary action

Unsafe practices involving hazardous substances will not be tolerated.

13. Review

This policy will be reviewed annually or sooner if:

- Legislation changes
 - New substances or waste streams are introduced
 - A safety incident requires reassessment
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14. Acknowledgement

All employees must read and understand this policy and follow the PPE requirements at all times.



Signed:

Nikolay Tovirov
Operations Director
Priority Waste Limited

Date: 20th October 2025