


<b>Document Title</b>	Control Of Substances Hazardous to Health Policy	
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<b>Document Author</b>	John F Macleod	
<b>Document Approval</b>	Douglas Leask	
<b>Applicability</b>	All areas of operations within the business	
<b>Pages</b>	5	

## 1.0 Purpose

As a minimum standard Leask Marine Ltd will comply with all current Control Of Substances Hazardous to Health (COSHH) Regulations. To meet these obligations the company will maintain comprehensive information on the substances used. The information will be available to those with a legitimate need for the data.

Leask Marine Ltd will endeavour to reduce risk by eliminating hazardous substances where practical, or substituting them for less harmful alternative, together with the introduction of control measures, and training and information in the use of substances hazardous to health.

## 2.0 Scope

For interpretation and identification any material listed:

- ☉ Under Classification, Labelling and Packaging Regulations i.e. Very Toxic : Toxic : Harmful : Corrosive : Irritant : Carcinogenic : Mutagenic : Teratogenic.
- ☉ Any substance listed within HSE EH40/2005 Workplace Exposure Limits (WEL).
- ☉ Any micro-organism.
- ☉ Any dust.
- ☉ Any other substances known to cause a hazard to health.
- ☉ These regulations apply to any employee exposed to health and safety hazards while at work and the hazard is under the control of his / her employer.
- ☉ All WEL limits are cumulative.

### SUBSTANCES HAZARDOUS TO HEALTH

Substances used by Leask Marine Ltd within its sphere of operations may cause temporary or permanent damage to personnel if used, handled and stored or transported incorrectly.

Temporary or permanent damage to personnel's health can result from harmful substances if allowed to enter the body in one or more of the following ways:

- ☉ Ingestion (swallowing).
- ☉ Direct skin contact, causing epidermal damage.
- ☉ Inhalation of gas, vapour, mist or dust.
- ☉ Persons vary greatly in their reactions to different substances and their susceptibility cannot always be predetermined. In general, however, the extent of physiological damage varies with the duration of exposure and the amount of contamination present. Absence of an immediate effect is not an indication that a substance is harmless.
- ☉ All persons engaged in storing, transporting, or dispensing harmful substances, and all person engaged in operating, repairing, adjusting, dismantling or cleaning equipment which contains, or has contained, such harmful substances, or the products which have been treated by those substances, must be fully instructed in the hazards involved and be aware of the first aid and emergency procedure. Suitable safety measures must be taken against accidental exposure of persons or equipment to these substances.

## CLP Regulation

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:

- adopts in the EU the Globally Harmonised System (GHS) on the classification and labelling of chemicals;
- applies directly in all EU member states. This means that no national legislation is needed;
- is overseen by the European Chemicals Agency (ECHA);
- replaced the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 – CHIP on 1<sup>st</sup> June 2015.

## New hazard pictograms

Although the CLP hazard pictograms are very similar to the CHIP hazard symbols, they have a new shape, new design and a new colour. A brief description is given here for information purposes only.



Acute toxicity, Very toxic (fatal), Toxic etc



Gasses under pressure



Harmful skin irritation, serious eye irritation



Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas



Explosive, self-reactive, organic peroxide



Harmful to the environment



oxidising gases, oxidising liquids, oxidising solids

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Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard



Corrosive (causes severe skin burns and eye damage), serious eye damage

### 3.0 Responsibilities and Requirements

It is the responsibility of the Directors, Managers, Masters and Supervisors to ensure that the Policy is complied with by all personnel with the company.

#### 3.1 ASSESSMENT PROCEDURES

Any work which generates or uses substances hazardous to health requires a written assessment of the risks created by that work to the health of the employees and of the steps to be taken to meet the requirements within the regulations. Form 4.12.1 COSHH Assessment Form should be used to record the assessment findings. Care should be taken to avoid duplication of COSHH Assessments with Risk Assessments. A COSHH assessment is purely a specialised form of risk assessment.

Although the responsibility of compliance with the Regulations lies with Managing Director, it is the responsibility of the Line Managers to identify activities which need to be assessed in order to recognise any inherent risk. It is their responsibility to ensure a full assessment is completed and recorded.

A list of substances used in the business or generated by any process we undertake will be held by the relevant department together with copies of all assessments being held in the main office. All substances used and generated in the business will be monitored on an ongoing basis to ensure no new substances are put into use without first completing the necessary assessment.

When determining control measures, the receipt, storage, use of process and disposal cycle of the substance must be reviewed with each area of activity analysed so that effective control measures are determined.

The completed assessments will ensure that, where practicable, substances hazardous to health are eliminated or substituted for less harmful alternatives. Where this is not reasonably practicable and there is an exposure to employees to substances hazardous to health, the exposure will be adequately controlled, wherever possible, by means other than the provision of Personal Protective Equipment (PPE).

Where additional substances or processes are introduced, the Line Manager must be given details of the substance from the individual ordering the new substance or process including a data sheet. The Line Manager shall then be responsible for ensuring an assessment is carried out which takes account of the work activity and the substance's properties.

#### 3.2 USE OF CONTROL MEASURES

Where control measures (for example local exhaust ventilation (LEV) systems), personal protective equipment or other facilities are provided, all reasonable steps are taken to ensure that they are

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properly used. This includes checks to ensure that the control measures are being properly used or applied and prompt remedial action is taken where necessary.

The records may be kept in any format and they should be readily available on require for inspection by employees or by inspectors appointed by the relevant enforcing authority or employment medical advisors.

The Line Managers are responsible for ensuring that control measures are implemented and effectively monitored and periodic inspections of the correct usage of Personal Protective Equipment.

### 3.3 EMPLOYEE'S DUTIES IN RESPECT OF CONTROL MEASURES

Employees should use the control measures in the way they are intended to be used and should, in particular:

- ☉ Use the control measures provided for material, plant and process.
- ☉ Wear in a proper manner, the personal protective equipment provided.
- ☉ Store the personal protective equipment when not in use in the accommodation provided.
- ☉ Remove any protective equipment, which could cause contamination, before eating, drinking or smoking.
- ☉ Practice a high standard of personal hygiene and make proper use of the facilities provided for washing and for eating or drinking.
- ☉ Report promptly to management any defects discovered in any control measure, device, facility or any item of personal protective equipment.

### 3.4 INFORMATION (Provided to Employees and Others)

The information provided to employees and other persons affected by the company's operations in accordance with the Regulations should include in particular:

- ☉ The nature and the degree of the risks to health arising as a consequence of exposure, including any factors that may influence that risk, such as the substance involved and factors that may increase the risk.
- ☉ The control measures adopted, the reasons for these and how to use them properly.
- ☉ The reason for personal protective equipment and clothing, and the jobs where these are necessary, and where and how replacement items can be obtained.
- ☉ The emergency procedures to be followed in the event of an accident.

### 3.5 TRAINING (Provided to Employees and Others)

Instruction must be such to ensure that persons at work do not endanger themselves or others through exposure to substances hazardous to health. In particular, the instruction must be sufficient and suitable for them to:

- ☉ Know what they should do, what precautions they should take and when they should take them.

- Ⓢ Know what cleaning, storage and disposal procedures are required, why they are required and when they are to be carried out.
- Ⓢ Know the procedures to be followed in an emergency.
- Ⓢ Training must be such as to ensure the persons at work can effectively apply and use:
  - Ⓢ The methods of control
  - Ⓢ The personal protective equipment
  - Ⓢ The emergency measures.

### 3.6 TRAINING (Provided to Employees and Others)

Instruction must be such to ensure that persons at work do not endanger themselves or others

## 4.0 First Aid Measures

4.1 The best “on the spot” treatment for contamination of eyes, face, body, etc. by chemicals or other substances, e.g. petroleum products, solvents, paint thinners, etc. is to flush away the contamination with copious quantities of fresh water.

4.2 Where dangerous corrosive substances are used emergency water showers and eye baths shall be sited.

4.3 Eye wash bottles shall be provided and sited near operations where corrosive substances are handled or used.

4.4 Medical attention must be obtained so that any further treatment which may be required can be effected without delay.

## 4.0 Review and Monitoring

This policy will be reviewed as part of the Leask Marine Ltd internal audit programme.

## 5.0 References

- Ⓢ The European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures – the CLP Regulation
- Ⓢ Safety Data Sheets
- Ⓢ Form 4.12.1 COSHH Assessment Form



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2020