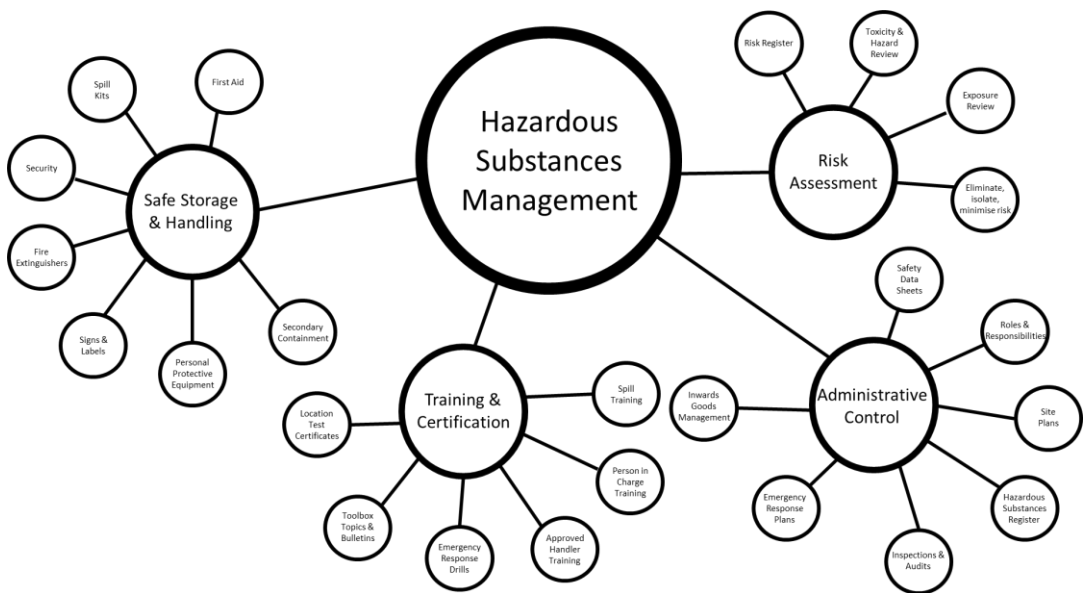
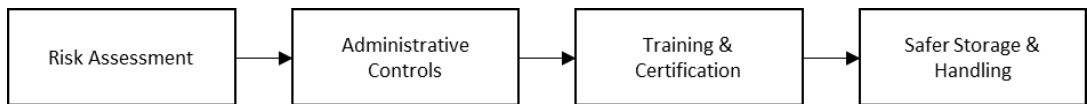


Scope	<p>To provide details of HEB’s process for the management of Hazardous Substances: -</p> <ul style="list-style-type: none"> • Establish, update and communicate Hazardous Substances management. • To eliminate, isolate and minimise the harmful effects of hazardous substances on people and the environment. • To eliminate, isolate and minimise the adverse impact on the operational ability of the business due to incidents and problems caused by the use of hazardous substances. • To train HEB’s staff about the harmful effects of hazardous substances and the industry best practice in terms of hazardous substances management. 	
Contents	<ul style="list-style-type: none"> • Overview • Risk Assessment • Administrative Controls 	<ul style="list-style-type: none"> • Training & Certification • Safe Storage & Handling
Process Owner	<p>This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the National Environmental Manager.</p>	
Overview	<p>The management of Hazardous Substances has been divided into the following 4 areas of significance and are to be addressed in this order:</p> <ol style="list-style-type: none"> 1. Risk Assessment 2. Administrative Controls 3. Training & Certification 4. Safe Storage & Handling 	



Risk Assessment	<p>The guidance notes “Hazardous Substances Management - Risk Assessment” and “Hazardous Substances Management – HSNO Hazard Descriptions” have been developed to provide details of HEB’s risk assessment process in relation to the management of hazardous substances. They include topics such as:</p> <ul style="list-style-type: none"> • Hazardous substances risk register development. • Review of toxicity and hazard of the substances on the register. • Review of exposure of staff to hazardous substances. • Assessment of how to eliminate, isolate and minimise risk associated with hazardous substances.
Administrative Controls	<p>The guidance note “Hazardous Substances Management – Administrative Controls” has been developed to describe HEB’s process for the application of administrative controls associated with the management of Hazardous Substances, including topics such as:</p> <ul style="list-style-type: none"> • Define the roles and responsibilities associated with Hazardous Substances management. • Management and development of a Hazardous Substances register. • Management of Safety Data Sheets. • Management and development of Site Plans. • Management and development of emergency response plans. • Management of inward goods associated with hazardous substances. • Auditing and Inspections of hazardous substance management & facilities.
Training & Certification	<p>The guidance note “Hazardous Substances Management – Training & Certification” has been developed to describe HEB’s process for the provision of training & certification associated with the management of Hazardous Substances, including:</p> <ul style="list-style-type: none"> • Training platforms. • Location test certificates • Emergency spill training. • “Person in Charge” training. • Emergency Response drills • Approved handler training • Toolbox topics & Environmental Bulletins.
Safe Storage & Handling	<p>The guidance note “Hazardous Substances Management – Safe Storage & Handling” has been developed to describe HEB’s process for the management of safe storage and handling of Hazardous Substances, including:</p> <ul style="list-style-type: none"> • First Aid • Spill Kits • Security • Fire Extinguishers • Signs & Labels • PPE • Secondary Containment.

Forms associated with this Guidance Note: -

Form Ref.	Doc. Control Ref.	Form Name:
N/A	SQE-030-GN-005.1	Guidance Note - "Hazardous Substances Management - Risk Assessment"
N/A	SQE-030-GN-005.2	Guidance Note - "Hazardous Substances Management – HSNO Hazard Descriptions"
N/A	SQE-030-GN-005.3	Guidance Note - "Hazardous Substances Management – Administrative Controls"
N/A	SQE-030-GN-005.4	Guidance Note - "Hazardous Substances Management – Training & Certification"
N/A	SQE-030-GN-005.5	Guidance Note - "Hazardous Substances Management – Safe Storage & Handling"
N/A	SQE-030-GN-005.6	Guidance Note - "Hazardous Substances Management – Training Resource Checklist"

Revision Table

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	March 2017	Simon Cathcart		Process Owner and forms reference added.	Feb 2018
2	January 2019	Simon Cathcart		No changes made	January 2019