

<b>Scope</b>	To provide details of HEB’s process for the application of administrative controls associated with the management of Hazardous Substances.	
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Roles and Responsibilities</li> <li>• Hazardous Substances Register</li> <li>• Safety Data Sheets</li> </ul>	<ul style="list-style-type: none"> <li>• Site Plans</li> <li>• Emergency Response Plans</li> <li>• Inwards Goods management</li> <li>• Auditing &amp; Inspections</li> </ul>
<b>Process Owner</b>	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the <b>National Environmental Manager</b> .	
<b>Roles &amp; Responsibilities</b>	<p><b>National Environmental Manager:</b></p> <p>The National Environmental Manager is responsible for:</p> <ul style="list-style-type: none"> <li>• Supporting and advising upon the overall management of hazardous substances for HEB across New Zealand.</li> <li>• The development, maintenance and delivery of a hazardous substance training program for all staff, including the “Person in Charge”.</li> <li>• Production of an annual audit schedule for hazardous substances permanent and semi-permanent (more than 12 months) storage facilities.</li> <li>• Completion of audits outlined in the audit schedule.</li> <li>• The review of audit and inspections results of hazardous substances facilities and processes.</li> <li>• The reporting of any hazardous substance management near misses and incidents.</li> <li>• Communicating with local enforcement agencies such as Worksafe NZ or the Regional/District Councils.</li> </ul> <p><b>Regional Environmental Manager:</b></p> <p>The Regional Environmental Manager is responsible for:</p> <ul style="list-style-type: none"> <li>• Supporting and advising upon the overall management of hazardous substances for HEB across the Auckland and Waikato regional businesses.</li> <li>• The development of a schedule for the completion of hazardous substance audits across the Auckland and Waikato regional businesses.</li> <li>• Completing audits of hazardous substances facilities and processes across the Auckland and Waikato regional businesses.</li> </ul> <p><b>Safety, Quality, Environmental Advisors:</b></p> <p>The regional SQE Advisors are responsible for the following, within their respective regions:</p> <ul style="list-style-type: none"> <li>• Supporting and advising upon the overall management of hazardous substances for HEB. The development of a schedule for the completion of hazardous substance audits across the Canterbury/Marlborough and Bay of Plenty businesses.</li> <li>• Completing audits of hazardous substances facilities and processes.</li> </ul>	

	<p><b>Person in Charge:</b></p> <p>The “<i>Person in Charge</i>” is responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring the necessary test certificates are obtained for their location.</li> <li>• Ensuring the necessary approved handler’s certificates are obtained.</li> <li>• Maintaining site plans.</li> <li>• Overseeing the deployment of suitable PPE and equipment to staff.</li> <li>• Provision of information and documents regarding effective disposal of hazardous substances.</li> <li>• Maintaining an up to date register of hazardous substances under their control.</li> <li>• Ensuring that an up to date safety data sheet is obtained and made available for all hazardous substances under their control.</li> <li>• Ensuring the correct signage is used for the hazardous substances under their control.</li> <li>• Ensuring the correct labelling is used for the hazardous substances under their control.</li> </ul> <p><b>Area Managers:</b></p> <p>Regional Managers are responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that a staff member, who has successfully completed the “Managing Hazardous Substances” training program, is nominated as the “<i>Person in Charge</i>” and is made available for all work areas where hazardous substances are used or stored.</li> <li>• Supporting the “<i>Person in Charge</i>” to achieve full compliance with hazardous substances management requirements.</li> <li>• The development of a schedule for the completion of hazardous substance inspections across the business.</li> <li>• Ensuring that inspections are carried out of hazardous substance storage facilities.</li> <li>• Ensuring that the hazardous substances inward goods process is adhered to within their businesses.</li> </ul>
<b>Register</b>	<p>Where hazardous substances are stored at any HEB work place (including depots / yards / permanent offices / project offices or any storage facility) then a register of those substances must be maintained and updated weekly. The register is the responsibility of the “<i>Person in Charge</i>”.</p>
<b>Safety Data Sheets</b>	<p>Safety Data Sheets (SDS) must be obtained for all hazardous substances used and stored. The suppliers of products are legally required to supply SDS. They can either be provided in hard copy or electronically. The “<i>Person in Charge</i>” is responsible for obtaining the SDS and making it readily available for all staff who use the hazardous substance in question. SDS must be no more than 5 years old to be considered current.</p>
<b>Site Plans</b>	<p>A site plan will be produced for all hazardous substances storage facilities by the “<i>Person in Charge</i>”. Site plans will include:</p> <ul style="list-style-type: none"> <li>• The name of Project/Site to which the site plan relates.</li> <li>• The name and contact details of the Project/Site Manager, Supervisor and “<i>Person in Charge</i>” associated with the Project/Site.</li> <li>• The date of the site plan being produced or updated.</li> </ul>

	<ul style="list-style-type: none"> <li>• The physical extent or boundary of the work area associated with the storage facility.</li> <li>• The location of the hazardous substances register and SDS.</li> <li>• The location of all:             <ul style="list-style-type: none"> <li>○ Hazardous substance storage areas and the classes stored;</li> <li>○ Controlled areas (where flammable or oxidising substances are stored);</li> <li>○ Hazardous atmosphere zones (an area where flammable vapours may be present);</li> <li>○ Warning signs;</li> <li>○ Fire extinguishers, first aid kits, and spill kits;</li> <li>○ Emergency assembly points.</li> </ul> </li> </ul>
<p><b>Emergency Response Plan</b></p>	<p>An emergency response plan is required to be prepared by the “<i>Person in Charge</i>”. The emergency response plan must include a description of:</p> <ul style="list-style-type: none"> <li>• What will be done in relation to specifically identified emergencies, i.e. fire, inhalation, ingestion, spill etc.</li> <li>• Contact details for all emergency services.</li> <li>• How staff will be warned at the project/site and people in nearby areas that an emergency has occurred.</li> <li>• How staff can protect themselves and how they can help other people in the emergency.</li> <li>• The names of people with responsibilities (such as fire wardens, first aiders).</li> <li>• Location and purpose of emergency equipment and materials that may be needed.</li> <li>• How to get information about the hazardous properties of the substances involved in the emergency.</li> <li>• The actions to take for each potential emergency and the order in which to take them.</li> </ul> <p>The “<i>Person in Charge</i>” will make the emergency response plan available to all people who are listed in the plan as having responsibilities and to emergency services.</p>

<p><b>Inwards Goods Management</b></p>	<p>The physical importation of hazardous substances into/onto any Project /Site requires approval from the “Person in Charge”.</p> <pre> graph TD     A[Need for a Hazardous Substance identified] --&gt; B[Notification to P.I.C. of intent of purchase]     B --&gt; C[SDS obtained &amp; reviewed]     C --&gt; D[P.I.C. confirms ability to receive substance]     D --&gt; E[Hazardous Substance purchased]     E --&gt; F[Receipt of Goods by P.I.C.]     F --&gt; G[Hazardous substance secured in store]          subgraph HOLD_POINT [HOLD POINT]         B         C         D     end          E --&gt; B     </pre> <p>The flowchart details the administrative controls for hazardous substance importation. It begins with identifying the need for a hazardous substance, followed by notifying the Person in Charge (P.I.C.) of the intent to purchase. A 'HOLD POINT' is established, encompassing the steps of obtaining and reviewing Safety Data Sheets (SDS) and the P.I.C. confirming their ability to receive the substance. Once approved, the hazardous substance is purchased. The P.I.C. is notified upon receipt, and a receipt of goods is provided. Finally, the hazardous substance is secured in the store.</p>
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<b>Auditing &amp; Inspections</b>	<p><b>Audits</b></p> <p>Audits can be completed by the following staff:</p> <ul style="list-style-type: none"> <li>• National Environmental Manager</li> <li>• Regional Environmental Manager</li> </ul> <p>Audits are to be carried out using the Hazardous Substances Site Compliance Audit form. Completed audits are to be sent to the SQE Administrator (<a href="mailto:SQEAdmin@heb.co.nz">SQEAdmin@heb.co.nz</a>) and to the “<i>Person in Charge</i>” of the project/site that was audited.</p> <p><b>Inspections</b></p> <p>Inspections can be completed by the following staff:</p> <ul style="list-style-type: none"> <li>• Regional SQE Advisors</li> <li>• Any staff member that has passed the “Managing Hazardous Substances” training course.</li> </ul> <p>Inspections are to be carried out using the Hazardous Substances Site Compliance Inspection form. Completed Inspections are to be sent to the SQE Administrator (<a href="mailto:SQEAdmin@heb.co.nz">SQEAdmin@heb.co.nz</a>), the regional SQE Advisors/ Regional Environmental Manager and to the “<i>Person in Charge</i>” of the project/site that was inspected.</p>
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**Forms associated with this Guidance Note: -**

Form Ref.	Doc. Control Ref.	Form Name:
N/A	SQE-030-F-019	Hazardous Substances Site Compliance Audit
N/A	SQE-030-F-020	Hazardous Substances Site Compliance Inspection

**Revision Table**

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	March 2017	S Cathcart	Mark Evans	Process Owner and forms reference added.	Feb 2018
2	January 2019	S Cathcart			Jan 2019