

Scope	To provide details of HEB’s process for the provision of training & certification associated with the management of Hazardous Substances.	
Contents	<ul style="list-style-type: none"> • Training Platforms. • Location Test Certificates • Emergency Spill Training. • “Person in Charge” training. 	<ul style="list-style-type: none"> • Emergency Response Drills • Approved Handler Training • Toolbox Topics & Environmental Bulletins.
Process Owner	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the National Environmental Manager .	
Training Platforms.	Hazardous Substances management training is delivered via the following platforms: <ul style="list-style-type: none"> • “Hazardous Substances Management” training course. • Toolbox topics. • Environmental bulletins. • Emergency spill training. 	
Location Test Certificates	<p>Definition</p> <p>A Location Test Certificate certifies that a place where hazardous substances are used and stored is safely managed, according to the rules. Test certificates are issued by test certifiers independent of HEB. Test certifiers are approved by WorkSafe NZ.</p> <p>Guideline</p> <p>The threshold that defines the need for a location test certificate is defined on the website: https://www.hazardoussubstances.govt.nz/calculator</p> <p>Documentation.</p> <p>A copy of the test certificate will be retained by the “Person in Charge” of that location.</p>	
Emergency Spill Training	The National Environmental Manager will arrange for all frontline operational staff to be trained to respond to accidental spills. Training will be completed every second year.	
“Person in Charge” training	This training package is specifically aimed at what the legislation refers to as “The Person in Charge” who in reality is more than one person in our projects / sites / yards / depots and represents our senior front line operational staff such as operations and contract managers, project managers, supervisors, project & site engineers, foremen, leading hands, health & safety staff, and environmental staff. All staff who successfully complete the training are designated as capable of being the “person in charge” within their work areas. The training is a ½ day course including written open book assessment, requiring 85% pass to achieve “competency”. A one off re-sit of the assessment is permitted if the 85% threshold is missed on the first occasion. The training lasts for 2 years.	
Emergency Response Drills	The “Person in Charge” will conduct a drill of the emergency response plan at least every three months. This will assist staff in being more familiar with what the emergency response plan requires and assess whether any modifications or improvements can be made. The findings of the drill will be reported back to National Environmental Manager.	

<p>Approved Handler Training</p>	<p>The National Environmental Manager will arrange for a selection of frontline operational staff to be trained as Approved Handlers.</p> <p>Definition</p> <p>An Approved Handler is someone who has specific knowledge and experience on how to use particular hazardous substances safely. This person needs to apply to a test certifier to get an approved handler test certificate.</p> <p>Test certifiers are approved by WorkSafe NZ.</p> <p>Guideline</p> <p>The threshold that defines the need for an Approved Handler is defined on the website: https://www.hazardoussubstances.govt.nz/calculator</p> <p>Documentation.</p> <p>A copy of the Approved Handlers certificate will be retained by the “Person in Charge” of that location.</p>
<p>Toolbox Topics & Environmental Bulletins</p>	<p>WorkSafe NZ strongly recommends that staff need to know the following:</p> <ul style="list-style-type: none"> • The employee must be made aware of the harm that can be caused from each hazardous substance they work with. • The employee must be made aware of how to safely store, use or dispose of each substance they use. • The employee must understand what control measures are in place at the workplace to reduce exposure and keep safe. • The employee must be trained in the correct use of their hazardous substance related PPE. • The employee must be made aware of where the Safety Data Sheets are kept and how to access them. • The employee must be made aware of what to do in an emergency involving the substances they use. <p>In order to adequately inform HEB staff of the above training requirements the following Toolbox Topic and Environmental Bulletins have been prepared.</p> <p>Toolbox Topics</p> <ul style="list-style-type: none"> • Topic 1: Hazardous Substances at Work • Topic 2: Safe use, storage, and disposal of Hazardous Substances • Topic 3: Correct use, storage, and cleaning of PPE for Hazardous Substances • Topic 4: Common control measures used to reduce exposure and to keep us safe from Hazardous Substances • Topic 5: Safety Data Sheets and Product Labels • Topic 6: Emergency Response Plans & Hazardous Substances

Forms associated with this Guidance Note: -

Form Ref.	Doc. Control Ref.	Form Name:
N/A	SQE-030-GN-5.7	Hazardous Substances Toolbox Topic 1: “Hazardous Substances at Work”.

N/A	SQE-030-GN-5.8	Hazardous Substances Toolbox Topic 2: “Safe use, storage, and disposal of Hazardous Substances”.
N/A	SQE-030-GN-5.9	Hazardous Substances Toolbox Topic 3: “Correct use, storage, and cleaning of PPE for Hazardous Substances”.
N/A	SQE-030-GN-5.10	Hazardous Substances Toolbox Topic 4: “Common control measures used to reduce exposure and to keep us safe from Hazardous Substances”.
N/A	SQE-030-GN-5.11	Hazardous Substances Toolbox Topic 5: “Safety Data Sheets and product labels”.
N/A	SQE-030-GN-5.12	Hazardous Substances Toolbox Topic 6: “Emergency Response Plans & Hazardous Substances”.

Revision Table

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	March 2017	S Cathcart	Mark Evans		Feb 2018
2	January 2019	S Cathcart			Jan 2019