



























Scope	To provide details of HEB's process for safe storage and handling of Hazardous Substances.	
Contents	<ul style="list-style-type: none"> • First Aid • Spill Kits • Security • Fire Extinguishers 	<ul style="list-style-type: none"> • Signs & Labels • PPE • Secondary Containment
Process Owner	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the National Environmental Manager .	
First Aid	A first aid kit must be available (within 30m) of a storage facility. The first aid kit will be appropriate in nature and contain materials to enable the first aid treatment of people suffering from injuries associated with the acute exposure to the hazardous substances stored within the facility. Product labels and Safety Data Sheets should be consulted to ascertain any specific first aid materials recommended, specifically section 4 – First Aid Measures.	
Spill Kits	An emergency spill kit must be available (within 30m) of a storage facility. The spill kit will be appropriate in nature and contain materials to enable a fast and effective clean-up of any accidentally released hazardous substances. Product labels and Safety Data Sheets should be consulted to ascertain any specific spill clean-up materials recommended, specifically section 6 – Accidental Release Measures.	
Security	The hazardous substance storage facility must be secure and access by staff restricted to authorised personnel only. The entrance way(s) to the facility need to be lockable.	
Fire Extinguishers	<p>The threshold that defines the need for fire extinguishers, and their number is defined on the website: https://www.hazardoussubstances.govt.nz/calculator . The fire extinguishers should be kept no more than 30m away from the storage facility.</p> <p>Consultation should be made with the suppliers of the fire extinguishers as to whether the product is suitable for the purpose and what training can be provided regarding their use.</p>	
Signs & Labels	<p>As a minimum standard for general purpose storage facilities the following signage should be clearly visible on the outside of the facility. If additional symbols are required then they can be added separately.</p> <div style="text-align: center;">  </div>	

- When hazardous substances are stored inside a building, signs must be put at each entrance to the building.
- If the hazardous substances are in a particular room within a building, the entrance to that room must also have a sign.
- A sign must be located at every entrance to the land where the building is located.
- If the hazardous substances are located outdoors or in a tank. A sign must be positioned immediately next to that area or tank.

Labels

All hazardous substance containers (including all those containers used for decanting) must be labelled **and** have the corresponding Global Harmonised System of Classification and Labelling of Chemicals (GHS) and hazard symbol(s) displayed (Refer below).

Type of hazard	GHS symbol	Transport of Dangerous Goods symbols	Type of hazard	GHS symbol	Transport of Dangerous Goods symbols												
Flammables These pictograms refer to flammable substances.		Flammable gases  	Oxidisers These symbols are for products with oxidising properties. The products could be gas, solid or liquid and can cause or intensify fire and explosion. Keep products with these symbols well away from flammable products.														
		Flammable liquids  				Organic peroxides Organic peroxides may contribute to fire, explosion or chemical decomposition.		 									
		Flammable solids 							Corrosives Products with these symbols are corrosive and can cause severe skin burns and eye damage. They may also be corrosive to metals.		 						
		Spontaneously combustible 										Gases under pressure Products with these symbols are products where gas is kept under pressure. These products may explode when heated. If they are refrigerated gases they may cause cryogenic burns or injuries. Even normally safe gases can be dangerous when pressurised.		 			
		Dangerous when wet  													Acute toxicity Products with these symbols are acutely toxic. If you see these symbols on the label you need to be aware that you are handling very dangerous products that could cause death if they come into contact with skin or you inhale or ingest them.		 
		Less severe acute health hazards Products with this symbol may cause one or more of the following: ➤ skin sensitisation, skin and eye irritation ➤ respiratory irritation, or ➤ drowsiness or dizziness.															
Chronic (long term) health hazards Products with this symbol can cause chronic health issues if people are exposed to the product. These products can: ➤ cause cancer ➤ cause mutations ➤ affect fertility ➤ cause damage to an unborn child, and ➤ cause allergies, asthma or breathing difficulties when inhaled. They can also be respiratory sensitizers.	Acutely toxic gas 	Toxic gas 	No dangerous goods symbols														
No dangerous goods symbols				No dangerous goods symbols	No dangerous goods symbols												

PPE	Product labels and Safety Data Sheets should be consulted to ascertain any PPE recommended, specifically section 8 – Exposure Controls & Personal Protection.
Secondary Containment	Secondary containment is a system that ensures that liquid substances can be contained if they leak or spill from the container in which it is stored. The system should only enable recovery of the spilled substance. The capacity of the system should be 110% of the stored volume of the substance.

Forms associated with this Guidance Note: -

Form Ref.	Doc. Control Ref.	Form Name:
N/A		“Threshold Guidelines” (EPA0198) document produced by the Environmental Protection Authority, May 2013

Revision Table

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