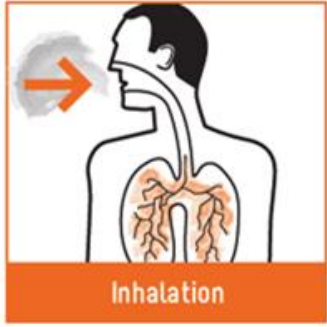




Scope	<p>To provide staff some general information on HEB’s process for the management of Hazardous Substances.</p> <p>NOTE: This toolbox topic should only be conducted by a person who have successfully completed the “Person in Charge” training and competency assessment.</p>	
Contents	<ul style="list-style-type: none"> • Why do we need to actively manage hazardous substances at work? • What is a Hazardous Substance? • How can harm occur? 	<ul style="list-style-type: none"> • Who is responsible for the management of Hazardous Substances? • What are some of the responsibilities of the “Person in Charge”? • Contacts for assistance with Hazardous Substances.
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>	
Why do we need to actively manage Hazardous Substances at work?	<ol style="list-style-type: none"> 1. Hazardous Substances are required to be managed by law: <ul style="list-style-type: none"> • Resource Management Act 1991 • Hazardous Substances & New Organisms Act 1996 • Health & Safety at Work Act 2015 • Health & Safety at Work (Hazardous Substances) Regulations 2017 2. Hazardous Substances can cause harm to staff, the public, and the environment if they are not adequately and responsibly managed. 3. New Zealanders use products with hazardous properties (Hazardous Substances) on a daily basis both at home and at work. Because of this frequent use it is easy to take them for granted and not manage them as safely as we should. 4. Common Hazardous Substances like commercial cleaning products, paints, adhesives, acids, bases and solvents can cause serious harm when they aren't used safely. 	
What is a Hazardous Substance?	<p>Any substances that:</p> <ul style="list-style-type: none"> • has an explosive nature (e.g. fireworks) • is flammable (e.g. petrol, turps, LPG, diesel) • has the ability to oxidise or accelerate a fire (e.g. oxygen gas) • is corrosive (e.g. caustic drain cleaner, battery acid) • is either acutely or chronically toxic to people (e.g. arsenic, chlorine) • is toxic to the environment (e.g. can either kill living things directly or by building up in the environment) <p>A hazardous substance may be a single chemical or a mixture of both hazardous and non-hazardous chemicals.</p> <p>Most products used in the workplace are a mixture of chemicals.</p>	

<p>How can harm occur?</p>	<p>Harm caused by Hazardous Substances can occur when people or the environment are unsafely exposed to the substance.</p> <p>Exposure can occur directly (through handling and use) or indirectly (through residues and unmanaged releases of substances into the environment).</p> <p style="text-align: center;">The common “pathways” for exposure to Hazardous Substances include.</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>
<p>Who is responsible for the management of Hazardous Substances?</p>	<ul style="list-style-type: none"> • Everyone has a role to play in keeping themselves and their workmates safe. • The person conducting a business or undertaking (PCBU) has a legal responsibility to make the workplace safe for staff and people visiting the workplace. • Staff must also take responsibility to look after themselves at work. • The “person in charge” has some specific responsibilities. <p>NOTE: Those who have successfully completed the “Person in Charge” training and competency assessment should at this point be introduced to those participating to the toolbox.</p>
<p>What are some of the responsibilities of the “Person in Charge”?</p>	<ul style="list-style-type: none"> • Ensuring necessary Test Certificates are obtained. • Communicating with local enforcement agencies such as Worksafe NZ or the Regional/District Councils. • Maintaining the site plans. • Overseeing the deployment of suitable PPE and equipment. • Provision of information and documents regarding effective disposal of Hazardous Substances. • Signage, labelling, registers, warnings, SDS.
<p>Contacts for assistance with Hazardous Substances.</p>	<p>If you are ever unsure about how to safely use or store a Hazardous Substance ask the following people for advice and direction.</p> <ol style="list-style-type: none"> 1. The Person in Charge associated with your work group 2. The Regional SQE Advisors 3. Regional Environmental Managers 4. National Environmental Manager

Forms associated with this Guidance Note: -

Form Ref.	Doc. Control Ref.	Form Name:

Revision Table

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	August 2017	Simon Cathcart	Mark Evans		
2	January 2019	Simon Cathcart		No Change	January 2019