

Management System Guidance Note

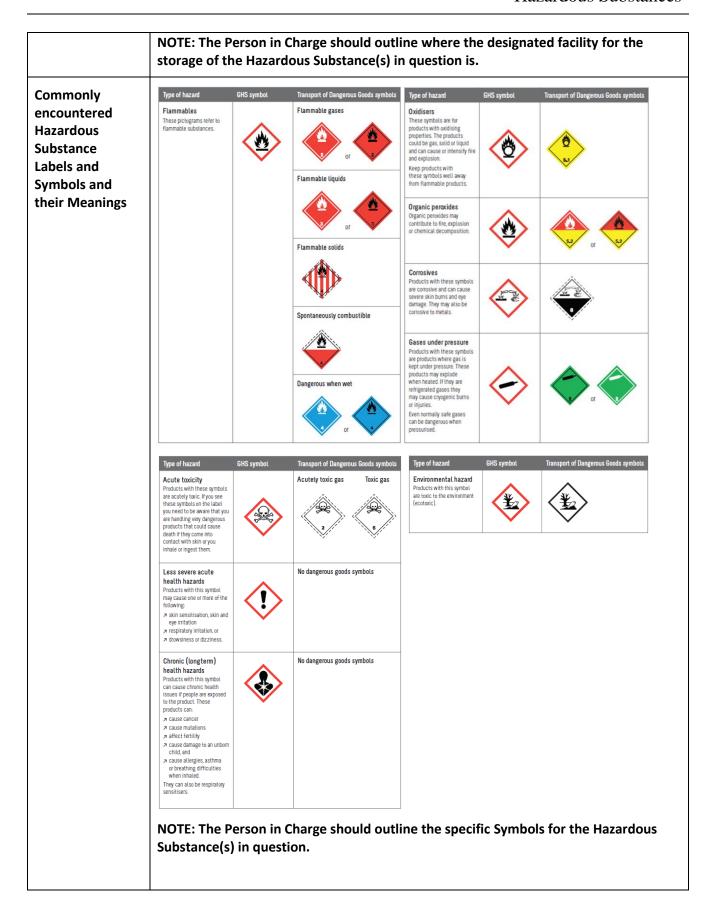
Toolbox Topic 2: Safe Use, Storage & Disposal of Hazardous Substances

Scope	To provide staff some general information on HEB's process for safe use, storage and disposal of Hazardous Substances.				
	NOTE: This toolbox topic should only be conducted by a person who have successfully completed the "Person in Charge" training and competency assessment.				
Contents	 Administrative Controls Engineered Controls Personal Protective Equipment Safe Storage Commonly encountered Hazardous Substance Labels and Symbols and their Meanings Decanting Contacts for assistance with Hazardous Substances. 				
Process Owner	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the National Environmental Manager .				
Administrative Controls	Exposure to Hazardous Substances can be minimised by putting in place work processes, or administrative controls, to make work a safer place. Examples of administrative controls include: • Job rotation • Restricted access to areas where substances are used or stored • Not allowing smoking or eating in areas where substances are used or stored • Keep lids on your hazardous substances.				
	NOTE: The Person in Charge should outline the specific Administrative Controls for the area in question.				
Engineered Controls	Engineered controls result in the Hazardous Substance being contained or prevented from reaching staff, e.g. ventilation.				
	NOTE: The Person in Charge should outline the specific Engineered Controls for the area in question.				
Personal Protective Equipment	The type of PPE needed depends upon the particular Hazardous Substances you are trying to minimise exposure to and the level of the Hazardous Substance in the air at their work place.				
	NOTE: The Person in Charge should outline the specific PPE for the Hazardous Substance(s) in question.				
Safe Storage	Hazardous Substances must only be stored in clearly labelled, suitable containers (compliant with Section 7 and 10 of the corresponding Safety Data Sheet), never food containers.				
	Hazardous Substances must be stored in a designated storage facility when not in immediate use or be transported.				
	Flammable materials of any kind should not be storage near to, or adjacent, any ignition sources (e.g. flames, sparks, heat).				



Management System Guidance Note

Toolbox Topic 2: Safe Use, Storage & Disposal of Hazardous Substances





Management System Guidance Note

Toolbox Topic 2: Safe Use, Storage & Disposal of Hazardous Substances

Decanting	Decanting is careful transfer of a liquid substance from a larger volume into a smaller quantity/smaller container. Before undertaking such an activity staff must: Read the SDS before proceeding. Wear the recommended PPE. Work in well ventilated areas. Use clean, labelled and appropriate containers. Eliminate ignition sources including static electricity. Have a spill kit readily available. NOTE: The Person in Charge should outline whether there is a designated location for decanting for the Hazardous Substance(s) in question.				
Disposal	The disposal of any Hazardous Substance must be carried out in strict accordance with Section 13 "Disposal Considerations" of the corresponding Safety Data Sheet. NOTE: The Person in Charge should outline the process for disposal for the Hazardous Substance(s) in question.				
Contacts for assistance with Hazardous Substances.	If you are ever unsure about how to safely use or store a Hazardous Substance ask the following people for advice and direction. 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

SQE-030-GN-5.8 / Rev 2.0 Date: 2019-01-29

