

Scope	<p>To provide staff some general information on HEB’s process for safe use, storage and disposal 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"> • Administrative Controls • Engineered Controls • Personal Protective Equipment • Safe Storage • Commonly encountered Hazardous Substance Labels and Symbols and their Meanings 	<ul style="list-style-type: none"> • Decanting • Disposal • 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>	
Administrative Controls	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>NOTE: The Person in Charge should outline the specific Administrative Controls for the area in question.</p>	
Engineered Controls	<p>Engineered controls result in the Hazardous Substance being contained or prevented from reaching staff, e.g. ventilation.</p> <p>NOTE: The Person in Charge should outline the specific Engineered Controls for the area in question.</p>	
Personal Protective Equipment	<p>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.</p> <p>NOTE: The Person in Charge should outline the specific PPE for the Hazardous Substance(s) in question.</p>	
Safe Storage	<p>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.</p> <p>Hazardous Substances must be stored in a designated storage facility when not in immediate use or be transported.</p> <p>Flammable materials of any kind should not be storage near to, or adjacent, any ignition sources (e.g. flames, sparks, heat).</p>	



NOTE: The Person in Charge should outline where the designated facility for the storage of the Hazardous Substance(s) in question is.

Commonly encountered Hazardous Substance Labels and Symbols and their Meanings

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 			
		Flammable solids 			
		Spontaneously combustible 			
		Dangerous when wet 			
Organic peroxides Organic peroxides may contribute to fire, explosion or chemical decomposition.			Corrosives Products with these symbols are corrosive and can cause severe skin burns and eye damage. They may also be corrosive to metals.		
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.					

Type of hazard	GHS symbol	Transport of Dangerous Goods symbols	Type of hazard	GHS symbol	Transport of Dangerous Goods symbols
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.		Acutely toxic gas Toxic gas 	Environmental hazard Products with this symbol are toxic to the environment (ecotoxic).		
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.		No dangerous goods symbols			
Chronic (longterm) 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 sensitisers.		No dangerous goods symbols			

NOTE: The Person in Charge should outline the specific Symbols for the Hazardous Substance(s) in question.



Decanting	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>NOTE: The Person in Charge should outline whether there is a designated location for decanting for the Hazardous Substance(s) in question.</p>
Disposal	<p>The disposal of any Hazardous Substance must be carried out in strict accordance with Section 13 “Disposal Considerations” of the corresponding Safety Data Sheet.</p> <p>NOTE: The Person in Charge should outline the process for disposal for the Hazardous Substance(s) in question.</p>
Contacts for assistance with Hazardous Substances.	<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