

<b>Scope</b>	<p>To provide staff some general information on HEB’s common control measures associated with Hazardous Substances Management.</p> <p><b>NOTE: This toolbox topic should only be conducted by a person who have successfully completed the “Person in Charge” training and competency assessment.</b></p>	
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Administrative Controls</li> <li>• Engineered Controls</li> </ul>	<ul style="list-style-type: none"> <li>• Contacts for assistance with Hazardous Substances.</li> </ul>
<b>Process Owner</b>	<p>This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the <b>National Environmental Manager</b>.</p>	
<b>Administrative Controls</b>	<p>What are Administrative Controls?</p> <p>Administrative controls (or work practice controls) are work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous substances or situations. The following administrative controls are used in association with hazardous substances management at HEB:</p> <ul style="list-style-type: none"> <li>• All staff must adhere to the policies, rules, and requirements outlined in the Guidance Notes that relate to the Management of Hazardous Substances.</li> <li>• Those staff who are deemed to be the “Person in Charge” must have completed the half day “Hazardous Substances Management” training course and have completed the associated competency assessment obtaining a score of at least 85%.</li> <li>• Staff must adhere to the direction and advice of the designated “Person in Charge” for their storage facility.</li> <li>• Hazardous Substance storage facilities are to be a restricted access areas with access only authorised by the Person in Charge.</li> </ul> <p><b>NOTE: The Person in Charge should outline any additional , site specific administrative controls that relate to the specific storage facility they administer</b></p>	
<b>Engineered Controls</b>	<p>What are Engineered Controls?</p> <p>Engineering controls are methods that are built into the design of plant, equipment or process to minimize the hazard. Engineering controls are a very reliable way to control worker exposures as long as the controls are designed, used and maintained properly. An example is a forced ventilation system.</p> <p><b>NOTE: The Person in Charge should outline site specific engineered controls that relate to the specific storage facility they administer <u>and</u> how it is works.</b></p>	
<b>Contacts for assistance with Hazardous Substances.</b>	<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"> <li>1. The Person in Charge associated with your work group</li> <li>2. The Regional SQE Advisors</li> <li>3. Regional Environmental Managers</li> <li>4. National Environmental Manager</li> </ol>	

**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