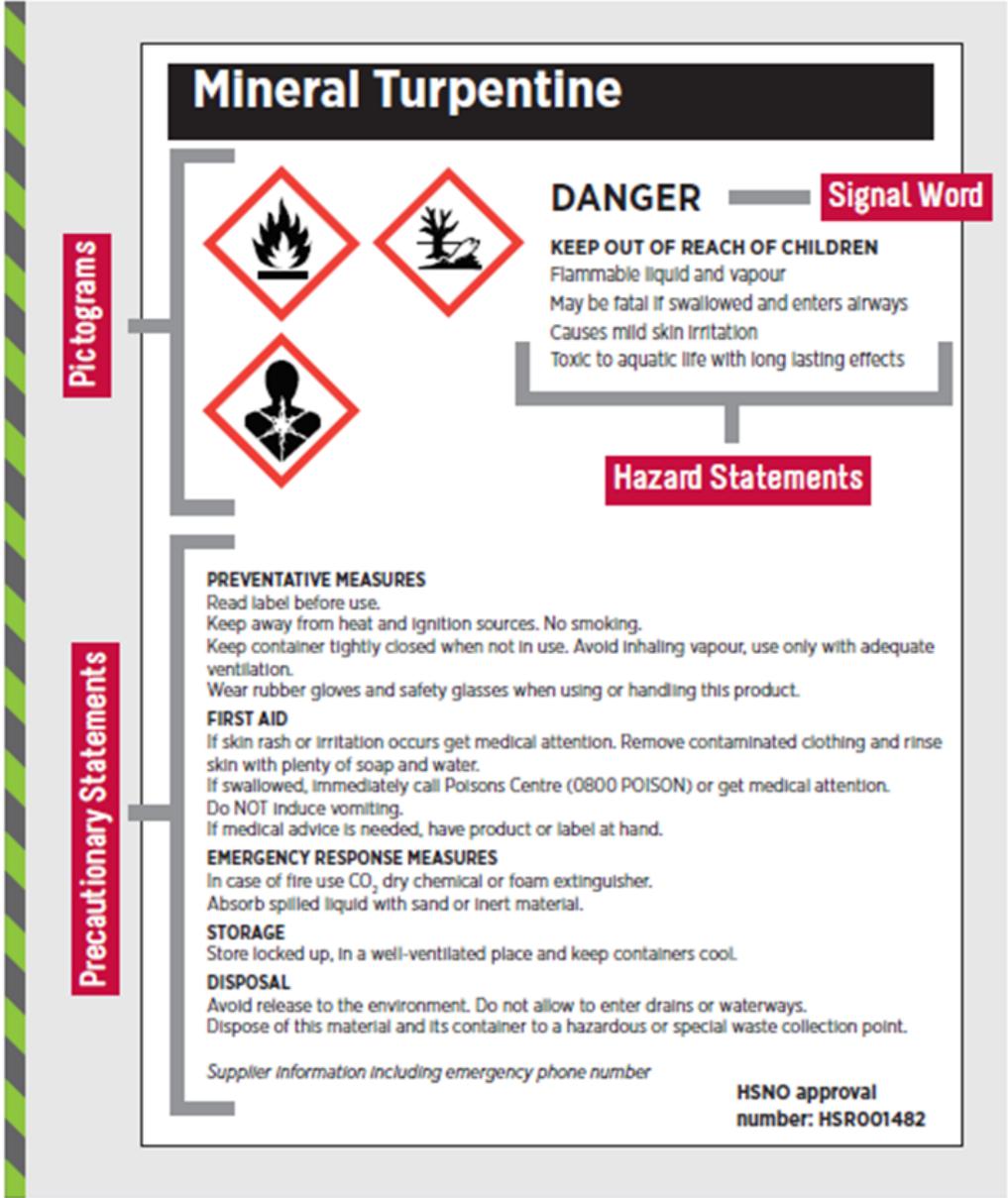




Scope	<p>To provide staff some general information on HEB’s common control measures associated with Hazardous Substances Management.</p> <p>NOTE: This toolbox topic should only be conducted by a person who have successfully completed the “Person in Charge” training and competency assessment.</p>	
Contents	<ul style="list-style-type: none"> • Safety Data Sheets • Product Labels 	<ul style="list-style-type: none"> • 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>	
Safety Data Sheets	<p>What are Safety Data Sheet (SDS)?</p> <p>A SDS includes information about how to safely use and store a hazardous substance, first aid information and what to do in an emergency. SDS are provided by the manufacturer/supplier. They contain the same standard sections as listed below:</p> <p>Safety data sheets usually include the following 16 headings:</p> <ul style="list-style-type: none"> ➤ Section 1 Product name and emergency telephone number of the manufacturer/supplier ➤ Section 2 Hazards identification (this is where the classification should be found) ➤ Section 3 Composition/information on ingredients ➤ Section 4 First aid measures ➤ Section 5 Fire fighting measures ➤ Section 6 Accidental spill/release measures ➤ Section 7 Handling and storage ➤ Section 8 Exposure controls/personal protective equipment ➤ Section 9 Physical and chemical properties ➤ Section 10 Stability and reactivity ➤ Section 11 Toxicological information (this is where information on health effects can be found) ➤ Section 12 Ecological information (this is where information on environmental effects can be found) ➤ Section 13 Disposal considerations ➤ Section 14 Transport information (this is where the UN class and packing group can be found) ➤ Section 15 Regulatory information (information specific to HSNO may be found here) ➤ Section 16 Other information. <p>SDS should be read by staff before a hazardous substance is used or handled.</p> <p>NOTE: The Person in Charge should outline where the SDS are kept and discuss the contents with all staff present highlighting the potential harm to people and the environment and the controls that are in place to manage that risk.</p>	



<p>Product Labels</p>	<p>Product labels are another important source of information regarding the hazardous nature of a substance and how it should be best managed. Staff should read the labels to ascertain what the hazard is and what preventative and emergency measures are recommended by the manufacturer/supplier.</p>  <p>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.</p>
<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 Changes	January 2019