

HEALTH & SAFETY MANAGEMENT ARRANGEMENTS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

INTRODUCTION

Cwmni CYNNAL recognises its duty of care to employees and all reasonable steps will be taken to secure the health and safety of employees. These arrangements outline the roles and responsibilities of managers of staff working with hazardous substances and also provide guidance in managing staff that may be exposed to substances hazardous to health. These arrangements also set out specific requirements in order to comply with the COSHH Approved Code of Practice L5 (see appendix 1)

DEFINITION

Hazardous substances include:

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes from soldering and welding)
- Dust of any kind, when present or a substantial concentration in air.

MANAGEMENT RESPONSIBILITIES

Senior and Line managers at all levels within the company will ensure that these arrangements are applied consistently within their own area of responsibility, ensuring that:

- A comprehensive inventory of all hazardous substances is available and updated annually or when a new substance is introduced
- Ensure that a Material Safety Data Sheet is/has been provided by the manufacturer
- A Sypol COSHH assessment is available for all of the substances which are on the above mentioned list
- The above mentioned assessments are reviewed at regular intervals or when they become invalid
- Ensure that all tasks/activities which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures introduced where elimination or substitution of the substance is not possible. (*see Appendix 1*)
- Ensure that engineering controls are properly maintained and monitored in accordance with any relevant legislation to ensure their continued effectiveness (*e.g. Local exhaust ventilation, captor hoods etc*)
- Inform all employees and others who may work in affected areas of the safe operation of all control measures
- Safe systems of work are in place so that the health and safety of vulnerable people such as service users and members of the public are not endangered by the inappropriate storage, transportation, use and/or disposal of hazardous substances
- Personal protective equipment (*PPE*) is only used as a last resort and to protect against residual risk where control cannot be achieved by any other means
- Personal protective equipment which is issued to staff is suitable and sufficient for the substance it is designed to protect against
- Where respiratory protective equipment is provided (*other than disposable face masks*), make arrangements for it to be inspected by a competent person at intervals of no more than 3 months.
- Records of the above mentioned inspections are maintained
- Provide appropriate health surveillance where the need has been identified during the assessment process
- Ensure that where health surveillance is carried out, appropriate health records are made, maintained and kept for a minimum of 40 years

- Notify employees of the results of any monitoring or health surveillance carried out
- Arrange for employees to be provided with information and training regarding the safe use of any hazardous substances they may be required to work with

EMPLOYEES RESPONSIBILITIES

All employees have a responsibility for their own health & safety and should ensure:

- They co-operate fully with any control measures put in place to protect them from exposure to substances hazardous to health
- They report any unsafe practice regarding the storage, transportation, use and disposal of hazardous substances to their manager
- That any service users/visitors or members of the public are not exposed to substances hazardous to their health
- Attend training courses/events as arranged by the company

CONTROLLERS OF PREMISES MUST:

- Ensure that contractors and others carrying out works on site provide appropriate COSHH Assessments for any hazardous substances they use, and that copies are available on site for reference/information (e.g. First Aid action, spills, disposal)
- Ensure, so far as is reasonably practicable, that contractors use and store their substances in accordance with the manufacturer's instructions and/or their COSHH Assessment Control measures, and that such substances are not accessible by members of the public, service users or visitors
- Report any adverse health effect, which they believe employees or others may be suffering as a result of exposure to substances used by contractors

LINKS TO OTHER POLICIES & ARRANGEMENTS

These arrangements should be read in conjunction with :

- CYNNAL's Health and Safety Policy, which identifies the roles and responsibilities of all employees and managers
- Risk Assessment for the Control of Hazardous Substances
- Health & Safety Management Arrangements for First Aid
- Health & Safety Management Arrangements for Health Surveillance

CONTROL MEASURES AND IMPLEMENTATION

- Provide adequate ventilation whenever chemicals are used.
- All chemicals to be stored in our COSHH steel cabinet.
- Data sheets available for all used chemicals.
- New chemicals to be assessed for suitability and safety factors. Consider other safer solutions.
- Minimise the use of chemicals whenever possible.

PREVENTION AND CONTROL

Identification and assessment of the risk will give an insight into the control and prevention measures necessary to comply with the COSHH Regulations.

Prevention / control measures may include:

- Removal/substitution of the substances in current use in your workplace
- Production of procedures to keep risk of exposure to a minimum
- Altering the nature of the substance (e.g. from powder to liquid)
- Reducing employee exposure time in using the substance
- Providing ventilation to the room where the substance is being used either forced ventilation or extraction
- Provision of protective clothing (e.g. goggles, gloves, etc) to the individual handling the substance

OCCUPATIONAL DERMATITIS - TOOL BOX TALK

What is occupational dermatitis?

Occupational dermatitis is a skin disease that is related to work. Common symptoms include:

- skin redness or soreness
- itching
- rash
- cracking or peeling.

Why do employees need health surveillance for dermatitis?

They are using chemical products that cause dermatitis, a common health problem. If left untreated, dermatitis can become **irreversible**, so a very small amount of a chemical can trigger a reaction. If you detect the first signs of an employee's skin disease early enough and halt exposure to the substance responsible, you will minimise the consequences. Solvents on the skin make other chemicals more likely to cause skin damage.

What is health surveillance for dermatitis?

Surveillance is collecting and using information about an employees' health and the substances used. It helps prevent dermatitis by detecting the early signs, and also keeps employees' aware of skin care and the potential for dermatitis.

Surveillance for dermatitis consists of:

- assessing employees' skin condition as soon as possible after starting work, e.g. within six weeks;
- examining the skin (usually hands and forearms) regularly, e.g. every few months, and asking employees' about their skin condition;
- keeping a record of all surveillance.

Who needs health surveillance for dermatitis?

All employees' working with UV-curable inks or isocyanates, or using products labelled R43 (may cause sensitisation by skin contact) or R42/43 (may cause sensitisation by inhalation and skin contact).

Record-keeping

Record the fact that your workers need surveillance for dermatitis as part of your risk controls in the risk assessment. Note down the products that can cause dermatitis. Also record:

- the employees' name, address and employee number
- the products they work with or the process, and how often they do this work;
- the protective measures used (gloves, skin creams etc);
- the date of starting work with the products or process.

Appendix 3

OCCUPATIONAL ASTHMA - TOOL BOX TALK

What is occupational asthma?

Occupational asthma is asthma that is related to work. Common symptoms include:

- recurring soreness or watering of eyes;
- recurring blocked or running nose;
- bouts of coughing and chest tightness;
- wheezing and breathlessness;
- any other persistent or history of chest problems;
- symptoms generally improving at weekends or during holidays.

These are all symptoms of sensitisation - occupational asthma may follow.

Why do I need to do health surveillance for asthma?

Your job role involves working with dusts or substances known as respiratory sensitiser's (Risk Phrase – R42/R43). Occupational asthma is a major occupational disease with serious implications. If you detect the first signs of an employees' sensitisation early enough and take steps to halt their exposure to the substance, you will minimise the risk of asthma developing.

What is health surveillance for asthma?

Surveillance is collecting and using information about workers' health and the substances used. It helps prevent asthma developing by detecting the early signs, and also keeps workers aware of the need to maintain and use controls. Health surveillance for asthma for workers using respiratory sensitiser's consists of:

- assessing workers' lung function before they start a relevant job;
- ensuring a regular (at least annual) questionnaire and lung function test
- by an occupational doctor or nurse;
- keeping a health record;
- monitoring sickness absence.

Who needs surveillance for asthma?

Everyone working with substances labelled R42/R43 'May cause sensitisation by inhalation' (which means may cause asthma), or 'May cause sensitisation by inhalation and skin contact'.

Record Keeping

Record the fact that your workers need surveillance for asthma because they are using products which are respiratory sensitiser's. Note down these products.

Also record:

- the employees' name, address and employee number;
- the products they work with or the process, and how often they do this work;
- the control measures used (fume extraction, respiratory protective equipment, etc);
- the date of starting work with the products or process.