

Scope	To provide details of HEB’s risk assessment process in relation to the management of Hazardous Substances.	
Contents	<ul style="list-style-type: none"> • Hazardous substances risk register development. • Review of toxicity and hazard of the substances on the register. 	<ul style="list-style-type: none"> • Review of exposure of staff to hazardous substances. • Assessment of how to eliminate, isolate, and minimise risk associated 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 .	
Hazardous substances risk register development	<p>In order to make sound decisions regarding the risk to HEB staff, the public at large, and the environment in which certain hazardous substances are used, a risk register of substances used by the business will be developed. Properly understanding the risk allows for sound decisions to be made regarding the appropriate level of:</p> <ul style="list-style-type: none"> • Control measures; • Training; • Monitoring. <p>The National Environmental Manager will develop and maintain the “<i>National Hazardous Substances Risk Register</i>” of the principal hazardous substances used by HEB. The register will record the hazardous substances frequently used by the business along with the hazardous substance class and associated risks and management requirements. Access to the register will be via “ProMapp”.</p>	
Review of toxicity and hazard of the substances on the register.	<p>The National Environmental Manager will source the safety data sheets for all of the substances on the “<i>National Hazardous Substances Risk Register</i>”. The Safety Data Sheets (SDS) and product labels will be reviewed. The following sections of the SDS will be reviewed in order to properly understand the risk to staff, the public, and the environment:</p> <ul style="list-style-type: none"> • Section 2 – Hazards identification • Section 4 – First aid measures • Section 5 – Firefighting measures • Section 6 – Accidental release measures • Section 7 – Handling and storage • Section 8 – Exposure controls / personal protection • Section 10 – Stability and reactivity • Section 11 – Toxicological information • Section 12 – Ecological information • Section 13 – Disposal considerations • Section 14 – Transportation information <p>Section 2 of the SDS will identify if the substances are classified as a hazardous substance or dangerous goods. If it is either, a number of physical, health and environmental codes may be listed.</p> <p>The Hazardous Substances and New Organisms Act classification codes are:</p> <ul style="list-style-type: none"> • Physical hazards (Classes 1-5) • Health hazards (Classes 6-8) 	

	<ul style="list-style-type: none"> Environmental hazards (Class 9) <p>The HSNO hazard codes will be reviewed against the descriptions in the Management System Guidance Note: Hazardous Substances – HSNO Hazard Descriptions.</p>
Review of exposure of staff to hazardous substances	<p>Project Managers / Business Unit Managers must determine the risk associated with the use of the hazardous substances on their sites/projects. The process for this involves identifying who will be exposed via the following steps:</p> <ul style="list-style-type: none"> Once the degree of hazard associated with each substance is established, make a list of all staff who work directly with the hazardous substances. Identify staff who may come into contact with the hazardous substances in the surrounding area where the substance may be used. Consider indirect contact with substances through surface contact such as cleaners, visitors, contractors etc. Some hazardous substances may be created as by-products or waste from work processes, so remember to include them in your exposure assessment. Using the list of all staff and people who can either directly or indirectly come into contact with a hazardous substance determine how they might be exposed: <ul style="list-style-type: none"> Through breathing in the substance. Through ingesting the substance. By absorbing the substance through their skin. <p>Look carefully at the work processes and determine:</p> <ul style="list-style-type: none"> The concentration of the hazardous substance during the period of exposure. The length of the exposure. The frequency of the exposure.
Assessment of how to eliminate, isolate, and minimise risk associated with hazardous substances	<p>Following the completion of the risk assessment decisions about the best ways of keeping staff safe need to be made. Elimination of the hazard altogether should be considered before establishing the best way to firstly isolate and then minimise the hazard.</p> <p>If the hazard cannot be eliminated then exposure needs to be limited through:</p> <ul style="list-style-type: none"> Engineering controls Administrative controls Personal protective Equipment (PPE)

Forms/documents associated with this Guidance Note: -

Form Ref.	Doc. Control Ref.	Form Name:
N/A	SQE-030-R-002	National Hazardous Substances Risk Register
N/A	SQE-030-GN-005.2	Guidance Note - "Hazardous Substances Management – HSNO Hazard Descriptions"

Revision Table

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
1	March 2017	S Cathcart	Mark Evans		Feb 2018
2	January 2019	S Cathcart			29/01/2019