Policy and procedure for the control of substances hazardous to health

# Introduction

Hazardous substances can be brought into the premises for use in various activities and processes and can also be generated as a result of a process or activity. Exposure to hazardous substances can result in short- and long-term ill-health and injury, and even to fatalities.

In this Company we will:

* identify and maintain records of all hazardous substances used or

created in the workplace and keep suppliers.

safety data sheets (SDS)available

* use safer substances where suitable substitutes exist.
* risk assess work activities involving hazardous substances.
* record the findings of the risk assessments and review them periodically or when changes occur.
* introduce effective control measures to ensure exposure to hazardous substances is prevented, where it is reasonably practicable, or adequately controlled to minimise the health risk.
* take steps to ensure the use of control measures.
* maintain control measures in effective working order and, where appropriate, ensure that they are periodically examined and tested.
* undertake monitoring of exposure to hazardous substances,

where appropriate

* place employees under suitable health surveillances in appropriate cases.
* ensure that those responsible for managing work likely to result in exposure to hazardous substances are adequately.

trained and competent

* inform, instruct and train employees about the risks and the precautions to be taken to protect themselves or others from the harmful effects of hazardous substances.
* ensuring that in appropriate cases suitable arrangements are in place for dealing with accidents, incidents and emergencies.
* ensure no new substances are introduced into our work activities without approval of a designated manager, and before an assessment of the risk is carried out.

# Responsibility

is responsible for the implementation of this policy. Signed

Date

Date of Review (recommended 3 years)