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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment (MSC-PR-0002) must be followed in relation to assessing the validity of third party management systems. |

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| Purpose |
| The purpose of this procedure is to set out the Company’s policy for preventing or adequately controlling exposure to Substances Hazardous to Health (SHH) in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSES-PR-0004%20Control%20of%20HSES%20Derogation.docx)). |

Procedural Requirements

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|  | RESPONSIBILITIES |
|  | The Site Lead will ensure that a COSHH Co-ordinator and deputies (where applicable) are appointed and ensure their appointment is recorded within the Construction Phase Plan or relevant Office/Facility Management Plan. |
|  | COSHH Co-ordinators and deputies (where applicable) will be suitably trained and will hold a CITB Site Managers Safety Training Certificate (or Company recognised equivalent) and will have attended the Company COSHH Co-ordinator training course. |
|  | The COSHH Co-ordinator will be responsible for ensuring an up to date COSHH Register ([HSF-TF-0021a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1120))/COSHH File/Alcumus COSHH Assessment Review Index is maintained on each site/office/facility. The COSHH Register ([HSF-TF-0021a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1120))/File or Alcumus COSHH Assessment Review Index will contain copies of all relevant COSHH Assessments and associated documents such as Material Safety Data Sheets (MSDS) for supplied chemicals on site and where applicable spillage procedures. Suppliers are required to provide MSDS with Substances Hazardous to Health (SHH). |
|  | The Alcumus Sypol Database is available to assist in the production of COSHH Assessments. Either this database must be used or assessments must be agreed in consultation with your Health Champion ([available from 360](https://home360.balfourbeatty.com/UKHealthandSafety/occupational_health/Pages/Default.aspx)) or occupational hygienist, In all cases the resulting assessment must address all relevant factors pertaining to the health risk and the necessary measures to effect adequate control. Users will liaise with the COSHH Administrator who is a designated Sypol editor. When using the database, it is important to ensure that the assessment relates to a single defined task. The COSHH Assessment Request Form (CARQ) ([HSF-SF-0021a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9023)) may be used to request assessments from the COSHH Administrator. |
|  | Plant and Fleet Services should follow the reference material How to Request a New Sypol Assessment ([HSF-RM-0021a-PFS](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9025)) in order to obtain COSHH Assessments. |
|  | General Requirements |
|  | The COSHH Co-ordinator will ensure that processes and tasks that could give rise to exposure via any route (inhalation, absorption, ingestion and injection) are risk assessed and significant findings recorded in accordance with the COSHH Regulations. |
|  | The COSHH Co-ordinator will ensure that the relevant control measures identified within the COSHH Assessments are documented and implemented with the full support of the Site Lead. |
|  | Individuals who are likely to be exposed to SHH will be briefed prior to works commencing. This briefing will include the health risks associated with the exposure, how to use the controls/ protection measures identified in the assessment including PPE and health surveillance requirements where relevant. ([HSF-TB-0021a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1261) and [HSF-TB-0021b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1260) are available to assist with site briefings). |
|  | Where the assessment indicates that Personal Protective Equipment (PPE) is necessary, the COSHH Co-ordinator will ensure that supervisors/line managers are aware the equipment provided must be to the correct standard, fit individuals in accordance with an approved qualitative test, and do not interfere with their work or other PPE worn at the same time. Arrangements must be in place to ensure re-useable PPE such as coveralls are regularly cleaned. Refer to PPE Procedure ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)). |
|  | Where the assessment indicates Respiratory Protective Equipment (RPE) is necessary it must be maintained in accordance with manufacturers guidelines and the PPE procedure ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)). |
|  | Where the assessment indicates a tight-fitting respirator is suitable for the task, the COSHH Co-ordinator will ensure Face Fit Testing is carried out, and necessary control measures maintained, (e.g. shaving, etc.) in accordance with the PPE Procedure ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)). |
|  | When a new depot, office, plant or workshop is transferred to the Company, there will be a contractual agreement that only materials, chemicals or substances that have been agreed in writing are transferred to the Company’s possession. A thorough inspection will be undertaken prior to taking occupancy and any materials, chemicals and substances left without agreement will be securely stored until correct removal or disposal is arranged. |
|  | **SUPPLIED CHEMICALS** |
|  | The manufacturers and suppliers of hazardous substances have a legal duty to provide information to users about the hazards associated with their products, both in the form of a MSDS and packaging/labelling under the requirements of the [CLP Regulations](http://echa.europa.eu/regulations/clp/legislation). The MSDS must be obtained before ordering any **new** substance to ensure an assessment of the task associated with the product can be undertaken prior to work starting and ensure non-toxic or less hazardous products are substituted where possible. |
|  | All containers and pipe work containing SHH will be clearly labelled. Decanting will be avoided where practicable, and containers will be selected of suitable size for the process without the need for decanting. Where this cannot be avoided, suitable equipment will be used such as siphons and pumps rather than tipping and pouring, which increases the risk of spillage. All storage areas, cupboards, vaults etc. will have the appropriate labels on the external surfaces to comply with the CLP Regulations. |
|  | Sufficient storage of supplied chemicals will be provided and its location noted on the site set-up drawings. The MSDS will be consulted for advice on storage of reactive chemicals and for chemicals which could be dangerous when combined. The COSHH storage facility will be lockable, bunded and located in a suitable place. Any spills and drips on containers and surfaces will be removed promptly. Suitable equipment for dealing with spillage will be readily available. Access to COSHH stores will be controlled and restricted to authorised persons. |
|  | assessment and control |
|  | The definition of hazardous substances according to the Regulations includes a wide range of materials encompassing: |
|  | * Manufactured substances and preparations used directly in work activities (eg adhesives, paints, cleaning agents); |
|  | * Process generated substances (e.g. fumes from soldering and welding, diesel engine exhaust fumes); |
|  | * Naturally occurring substances (e.g. wood dust, stone dust, plant sap) |
|  | * Biological agents such as bacteria and other micro-organisms (e.g. legionella organisms). |
|  | Examples of the possible health effects of hazardous substances include: |
|  | * Skin irritation or dermatitis as a result of contact with skin irritants or skin sensitisers; |
|  | * Asthma as a result of inhaling respiratory sensitisers (asthmagens) e.g. spraying with isocyanate-based paints; |
|  | * Respiratory disease as a result of inhaling fumes e.g. welding fumes; |
|  | * Losing consciousness as a result of lack of oxygen e.g. asphyxiants such as nitrogen gas; |
|  | * Infection from bacteria and other micro-organisms (biological agents) e.g. Legionnaires disease and Weils disease. This does not include infections contracted in the community such as colds and flu. |
|  | * Cancer, which may appear long after the exposure to the chemical that caused it e.g. some arsenic and chrome compounds, or fumes including diesel exhaust fumes |
|  | The purpose of an assessment is to make valid decisions about what needs to be done to prevent or control exposure to SHH. This will take account of the method of work, the route(s) of entry into the body and the extent of the likely exposure posed by the work. When carrying out an assessment, the assessor will therefore have a good understanding of the process or task and the assessment will not consider the SHH in isolation. The necessary measures identified by the assessment will be in proportion to the risk presented – this means the greater the risk to health, the more effort will be put into the means of achieving control. |
|  | The priority, and legal requirement, is to prevent exposure where reasonably practicable without resorting to the use of PPE. Consideration must be given to: |
|  | * Changing the method of work so that the process generating the exposure no longer occurs |
|  | * Modifying the process so that the SHH is no longer generated |
|  | * Substituting the SHH with a non-toxic alternative |
|  | Where the above is not reasonably practicable, exposure will be adequately controlled by considering the following: |
|  | * Substitution with a lower hazard material |
|  | * Using a different form of the material with a lower potential for exposure, e.g. pastes or pellets instead of powders |
|  | * Changing the process to reduce the potential for exposure e.g. roller application instead of spraying |
|  | Where prevention or substitution is not an option, COSHH requires that control measures are selected and implemented in accordance with the ‘hierarchy of control’. This means applying the following in order of priority: |
|  | 1. Design and use of work systems that minimise release and spread of SHH |
|  | 1. Control of exposure at source using engineering controls such as on-tool extraction, local exhaust ventilation (LEV) and enclosures |
|  | 1. Where 1) and 2) above cannot achieve adequate control, suitable PPE will be provided including, where appropriate, RPE. |
|  | The amount of information recorded should be in proportion to the risk presented be the activity - the greater the risk, the more detailed the record should be. The COSHH Regulations require only the significant findings of the assessment and the steps taken to achieve control be recorded. The record may refer to and rely on any relevant policy or procedure. The record must be accessible and understandable to everyone who is affected by the assessed activity. |
|  | MAINTENANCE |
|  | Selected controls must be maintained if they are to be effective in the long term. This applies to ‘hardware’ solutions such as LEV and PPE as well as administrative controls such as organisational arrangements, systems of work and training. These will be regularly monitored and reviewed to ensure they continue to be effective. |
|  | Specific maintenance requirements are necessary for LEV systems which must be maintained in efficient working order so they continue to provide the necessary protection. This includes a Thorough Examination and Test by a competent person such as a specialist ventilation engineer at intervals no longer than 14 months. A record of the Thorough Examination and Test must be kept for at least 5 years. In addition, regular checks must be carried out in-house to confirm satisfactory condition and performance of the plant. This is likely to include visual inspections for damage and measurement of a performance indicator such as inlet air velocity. The competent person should be consulted for advice on the type of test needed and frequency. Records of inspections and measurements must be kept in a log book. The LEV Test Record Sheet ([HSF-TF-0021b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9024)) is available for use to record inspections where required) |
|  | OCCUPATIONAL HYGIENE SERVICES |
|  | In complex situations where potential hazard is high or there is doubt regarding adequacy of control, support may be obtained from an occupational hygienist to assist with assessments or to undertake air monitoring. A list of service providers is available on the Occupational Hygiene [section of 360](https://home360.balfourbeatty.com/UKHealthandSafety/occupational_health/Pages/Occupational-Hygiene.aspx). . |
|  | subcontractors |
|  | Prior to works commencing on site, the COSHH Co-ordinator will ensure that subcontractors provide suitable COSHH assessments for their activities. Assessments will be task related and correctly identify the necessary steps to prevent or adequately control potential exposure associated with the work. They will confirm that their employees have received the correct instruction and have been provided with the necessary control equipment including PPE where appropriate. |
|  | Copies of MSDS are not sufficient in themselves as a COSHH Assessment. The COSHH Co-ordinators will challenge subcontractors who submit sub-standard assessments. |
|  | Health Surveillance |
|  | Where COSHH Assessments identify the need for health surveillance, employees will be informed and arrangements made to provide the necessary surveillance in accordance with the Occupational Health Surveillance-Assessment procedure ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). |
|  | Where COSHH Assessments identify the need for health surveillance in sub contract employees, the subcontract employer must demonstrate that their employees are certified fit for work in accordance with the requirements of the Occupational Health Surveillance-Assessment procedure ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). |

| Abbreviations / Definitions | |
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| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **COSHH** | Control of Substances Hazardous to Health |
| **HAZARDOUS SUBSTANCES** | Any substance with the potential to cause harm to health, or pose a danger to the environment. |
| **ALCUMUS SYPOL CMS** | A web based package which can assist in the assessment process, especially when using unfamiliar or novel supplied products. The system provides hazard information and generic controls, and should only be used by trained personnel. Outcomes should be checked to ensure that specified controls are relevant to the task in hand and align with established guidance and in-house procedures. |
| **MSDS** | Material Safety Data Sheet |
| **SHH** | Substances Hazardous to Health |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |
| **RED TEXT** | Not yet available, use current BMS for relevant document |

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| INPUTS | | |
| **Reference** | **Type** | **Title** |
|  | [Legislation](http://echa.europa.eu/regulations/clp/legislation) | Classification, Labelling and Packaging of Substances and mixtures Regulations (CLP) |
|  | [Legislation](http://www.hse.gov.uk/pubns/books/l5.htm) | Control of Substances Hazardous to Health Regulations |
|  | [Web Based Database](https://cms.sypol.com/Login.aspx?ReturnUrl=%2f) | Alcumus Sypol CMS |
| [HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) | Procedure | Occupational Health Surveillance-Assessment |
| [HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083) | Procedure | Personal Protective Equipment (PPE) |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSES-PR-0004%20Control%20of%20HSES%20Derogation.docx) | Procedure | Control of HSES Derogation |
| [HSF-TB-0021a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1261) | Toolbox Talk | Introduction to COSHH |
| [HSF-TB-0021b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1260) | Toolbox Talk | CLP-GHS Pictogram Symbols and Hazard Classes |
| [HSF-TB-0021c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14598) | Toolbox Talk | Woodworking |
| [HSF-RM-0021a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9025) | Reference Material | Plant and Fleet Services ONLY – How to Request a New Sypol Assessment |
| [HSF-RM-0021b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14599) | Reference Material | Health Risks of Woodworking Dust |
| [HSF-PR-0067](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6989) | Procedure | Biological Hazards |

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| OuTPUTS | | | |
| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSF-SF-0021a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9023) | COSHH Assessment Request Form (CARQ) | Project Duration | Site Lead |
| [HSF-TF-0021a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1120) | COSHH Register | 6/12 years | Site Lead |
| N/A | Thorough Examination and Test of LEV | 5 years | Site Lead |
| [HSF-TF-0021b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9024) | LEV Test Record Sheet | 5 years | Site Lead |