

## **1.0 Purpose**

- a. To define the arrangements required to enable Roads Service to plan and implement COSHH Risk Assessments / Chemical Safety Controls.

## **2.0 Scope**

- a. All Roads Service employees.

## **3.0 Definitions**

- a. **COSHH** – Control of Substances Hazardous to Health.
- b. **MSDS** – Material Safety Data Sheet.
- c. **COSHH Risk Assessments** – a Risk Assessment that concentrates on the Hazards and Risks from substances used in the workplace. This should be completed for all hazardous substances using the MSDS as a basis.
- d. **Chemical Safety Controls (CSC)** – the collated end results from the COSHH Risk Assessment process. Managers must ensure that their staff understand the requirements of CSC, how they fit with their overall working methods and how to comply with them.

## **4.0 Procedures**

### **4.1 Control of COSHH Risk Assessments / CSC**

- a. Head of Engineering Policy and Parking Services shall ensure the development and maintenance of the COSHH Risk Assessment / CSC process.
- b. Engineering Policy and Parking Services shall develop and publish suitable CSC.
- c. Line Managers shall ensure that their staff are informed of and comply with the CSC as they apply to their work activities.
- d. All staff shall identify activities where they cannot comply with existing CSC control measures and advise Line Managers.
- e. Line Managers shall identify changes to CSC. All changes shall be directed to Engineering Policy and Parking Services via a Change Request Form.
- f. Where the COSHH Risk Assessments and CSC fail to address site specific products, Line Managers shall review COSHH Risk Assessments and communicate the findings to their staff. Refer to PIA13 – Purchasing, Hiring and Disposal and PIA17 – Hazardous Substances. All COSHH Risk Assessments shall be forwarded to EPPS for policy development via a Change Request Form.
- g. EPPS shall review all COSHH Risk Assessments and consider the inclusion of relevant control measures into the CSC.

- h. Employees (including Managers) shall comply with the COSHH Risk Assessments / CSC as they apply to their work activities.

#### **4.2 Co-operation**

- a. Employees (including Managers) shall fully co-operate across all Business Units to ensure that COSHH Risk Assessments / CSC are implemented.

#### **4.3 Communication**

- a. All COSHH Risk Assessments / CSC and any revisions shall be communicated to all relevant staff.
- b. Staff shall be encouraged to make suggestions or request changes to the Health and Safety Management System which will be considered as part of any review. A Change Request Form is available to all staff to ensure maximum participation in the development of COSHH Risk Assessment / CSC.

#### **4.4 Competence**

- a. Line Managers shall ensure that relevant staff have the necessary knowledge, skills, advice, guidance and resources to implement the COSHH Risk Assessment / CSC process.

#### **5.0 Responsibility**

- a. All employees (including Managers) shall take responsibility for the implementation of relevant CSC.

#### **6.0 Documentation**

- a. COSHH Risk Assessments.
- b. Risk Assessment process as detailed in Planning and Implementing element of the Health and Safety Management System.
- c. CSC as set out in the relevant part of the Planning and Implementing section of the Health and Safety Management System.
- d. [Change Request Form](#).
- e. Blank COSHH Risk Assessment Form.
- f. Blank Operational Safety Control Form.

#### **7.0 References**

- a. Health and Safety at Work (NI) Order 1978.
- b. Management of Health and Safety at Work Regulations (NI) 2000.
- c. Control of Substances Hazardous to Health (COSHH) 2002.