

1.0 Purpose

- a. To define the procedures for the transportation, handling, storage, management and use of hazardous substances.

2.0 Scope

- a. All hazardous substances, including chemicals, asbestos and radiation.

3.0 Definitions

- a. **COSHH** – Control of Substances Hazardous to Health.
- b. **MSDS** – Material Safety Data Sheet.
- c. **COSHH / Chemical 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. **General Asbestos Management Plan (GAMP)** – a plan detailing how Road Service intends to identify and manage the risks from Asbestos Containing Materials (ACMs) on its assets and how to assess the potential risks.

4.0 Procedures

4.1 Elimination and Substitution

- a. Where possible the process is to be altered to eliminate the hazard.
- b. Where elimination is not possible the hazard is to be controlled by using a safe substance or process.
- c. Where elimination or substitution is not an option the control measures in this procedure are to be followed.

4.2 Hazard Control Measures

- a. Control measures, including emergency response, shall be determined by hazard analysis and documented in the COSHH Risk Assessments.
- b. COSHH Risk Assessments are to document the procedures for the transportation handling, storage and use of hazardous substances.
- c. COSHH Risk Assessments (PIA13 – Purchasing, Hiring and Disposal Policy) are to be completed and issued by divisional buyers / operations for all hazardous substances.
- d. The COSHH Risk Assessments should identify;
 - the potential health risks posed to workers;
 - the steps necessary to eliminate or control exposure to the hazard;
 - ventilation requirements;
 - maintenance, examination and testing requirements for control measures;

- the extent of exposure (indicating where exposure monitoring is needed);
 - any necessary health surveillance, and
 - any necessary personal protective equipment.
- e. The control measures for hot substances and other hazardous substances not covered by COSHH Regulations (such as lead, radiation and asbestos) shall be determined by **hazard analysis** and documented in the Risk Assessments and / or Product Control Sheets.

4.3 Ventilation Equipment

- a. All ventilation equipment is to be regularly inspected, at the frequency indicated in the Risk Assessment, to ensure that it is still functioning properly.
- b. Thorough tests and examinations shall be carried out on local exhaust ventilation (LEV) systems at 14 monthly intervals.

4.4 Radiation

- a. Refer to “SSW07 – Troxler Moisture/Density Gauges” for managing radiation hazards.

4.5 Asbestos

- a. Asbestos Containing Material (ACM) is more likely to be found in Roads Service assets constructed or refurbished before the year 2000.
- b. An asbestos register for all assets identified as having ACMs (whether presumed or confirmed, excluding those which are managed by a third party) must be prepared and maintained.
- c. As far as reasonably practical, the register should detail the location and condition of the asbestos.
- d. Asset types as defined in DMRB: ‘Asbestos Management in Trunk Road Assets’ includes buildings, offices, depots, stores, workshops, roads, bridges, drainage and culverts.
- e. Roles and responsibilities for maintaining and updating the register are set out below.
- f. Road Service have a duty to manage ACMs which requires the preparation of a **General Asbestos Management Plan (GAMP)** detailing how it intends to identify and manage the risks from ACMs on Road Services assets and how to assess the potential risks.
- g. The following are essential elements of the **GAMP**:
- Identification of assets likely to contain ACMs;
 - Up-to-date Asbestos Registers, detailing type, form (e.g., lagging), condition and location of asbestos (including suspected existence) are to be produced and maintained within each Division / Business Unit;
 - Staff are to be made aware of the existence and content of the Asbestos Register for their workplace;

- If asbestos or a substance suspected of being asbestos is discovered during construction or any building maintenance work, stop work immediately, evacuate the work area and report to line management or Premises Manager;
- CPD Property Division guidance is to be sought where asbestos is discovered or suspected;
- Hazard control measures for storing, handling, use or maintenance of products likely to contain asbestos (e.g., in vehicle workshops) are to be detailed in the product control sheets;
- Asbestos Register **must be made available** to anyone who is likely to be involved in carrying out work in areas where there is ACMs, and
- A list of Asbestos Contractors can be found on the Health and Safety Executive's [Asbestos pages](#).

5.0 Responsibility

- a. Line Managers to comply with these procedures.
- b. Business Units and Directorates are to ensure the policy is implemented
- c. Divisional Buyers and Line Managers with responsibility for purchasing any substances to ensure COSHH Risk Assessments are completed and filed in the Roads Service COSHH Risk Assessment Trim container (DR1-12-6874).
- d. A minimum of two signatures are required for each COSHH Risk Assessment.

6.0 Documentation

- a. COSHH Risk Assessments
- b. MSDS
- c. Asbestos Registers
- d. GAMP template
- e. [Blank COSHH Risk Assessment](#)

7.0 References

- a. Control of Substances Hazardous to Health (NI) Regulations 2000, Approved Code of Practice
- b. COSHH Essentials – Easy Steps to Control Health Risks from Chemicals
- c. HSE, EH40 / [current year], Occupational Exposure Limits
- d. The UK Pesticide Guide [current edition]
- e. Control of Asbestos at Work Regulations (NI) 1988
- f. Managing Asbestos in Workplace Buildings, HSE – IND(G)223(L)
- g. Control of Asbestos Regulations (Northern Ireland) 2012 (CAR 12)
- h. Hazardous Waste Regulations (Northern Ireland) 2005