

1.0 Purpose

- a. To define the procedures for purchasing, using and disposing of hazardous products used in or produced by Dfl Roads and Rivers work operations.

2.0 Scope

- a. All products.

3.0 Definitions

- a. **Products** – all substances including chemicals, oils, cleaners, powders, dusts, mists, gases etc that have hazardous properties such as explosiveness, corrosiveness, flammability, the ability to oxidise (accelerate a fire) or cause either acute or chronic human toxicity.
- b. **SDS** – Safety Data Sheet.
- c. **COSHH** – Control of Substances Hazardous to Health.
- d. **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 SDS as a basis.

4.0 Procedures

4.1 COSHH Risk Assessments

- a. Divisional buyers to alert line managers (HPTO level or above) of the potential for new products being purchased.
- b. COSHH Risk Assessments ([Appendix A](#)) are to be completed by line managers (HPTO level or above) for all hazardous products either used or generated by Dfl Roads and Rivers work operations.
- c. 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.
- d. Engineering Services to be informed of changes to COSHH Risk Assessments via the Change Request Form.
- e. Engineering Services to make the necessary amendments to the associated COSHH Safety Controls.

4.2 Disposal

- a. The ability to safely dispose of products at the end of their useful lifespan must also be determined at the time of purchase and detailed in the COSHH Risk Assessments.
- b. A safe method for the disposal of hazardous waste generated by DfI Roads and Rivers work operations is to be described in the COSHH Risk Assessments.
- c. The COSHH Risk Assessments should also include a safe method for disposing of contaminated clothing.

5.0 Responsibility

- a. Line managers (HPTO level or above) to ensure that **COSHH Risk Assessments** ([Appendix A](#)) are completed and filed in the relevant DfI Roads and Rivers Business Unit COSHH Risk Assessment HPRM container.
- b. All staff should have access to the COSHH Risk Assessments located in these containers.
- c. A minimum of two signatures are required for each COSHH Risk Assessment.
- d. Line managers are to make themselves and their staff familiar with the content of relevant COSHH Risk Assessments and associated COSHH Safety Controls.
- e. Revised hazard pictograms have been introduced for use in COSHH risk assessments, see Appendix A, Classification section. Line managers (HPTO level or above) to ensure these are used for any new assessments carried out.
- f. There is no requirement to update existing COSHH risk assessments to reflect these changes. This will happen at the next scheduled review date.
- g. Line managers to ensure storage cabinets used to store hazardous substances reflect both the old style pictograms (orange and black squares) and the new style (diamond with a red border and white background).

6.0 Documentation








- a. Safety Data Sheets
- b. Product Specifications
- c. COSHH Risk Assessments
- d. COSHH Safety Controls
- e. CLP (Classification, Labelling and Packaging) Regulations - guidance on the classification, labelling and packaging of substances and mixtures.

7.0 References









- a. Control of Substances Hazardous to Health (NI) Regulations 2003 – ACoP
- b. COSHH Essentials – Easy Steps to Control Health Risks from Chemicals
- c. HSE, EH40 / (current year), Workplace Exposure Limits
- d. DAERA, Pesticides: Code of Practice for Using Plant Protection Products.

Appendix A

Control of Substances Hazardous to Health – COSHH Risk Assessment

		<h2 style="margin: 0;">COSHH Risk Assessment</h2>						
Product Name:				Dept. (if applicable):				
Describe the activity or work process. <i>(Inc. how long/ how often this is carried out and quantity substance used)</i>								
Location of process being carried out?								
Storage Details:								
Identify the persons at risk:		Employees	<input type="checkbox"/>	Sub-contractors	<input type="checkbox"/>	Public	<input type="checkbox"/>	
Name the substance involved in the process and its manufacturer. <i>(A copy of a current safety data sheet is attached to this assessment)</i>								
Safety Data Sheet Available:		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
		<i>(attach to COSHH risk assessment)</i>						
Are safer alternatives available? <i>(Please specify)</i>								
If safer alternatives are available why are they not used?								
Classification <i>(state the category of danger)</i>								
	<input type="checkbox"/>	Toxic		<input type="checkbox"/>	Serious Health Hazard		<input type="checkbox"/>	Flammable
	<input type="checkbox"/>	Corrosive		<input type="checkbox"/>	Oxidising		<input type="checkbox"/>	Environmental
	<input type="checkbox"/>	Explosive		<input type="checkbox"/>	Gas Under Pressure		<input type="checkbox"/>	Health Hazard (Harmful/Irritant)
Hazard Type								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other (State)	_____

DfI Roads and Rivers
 Health and Safety Manual Planning and Implementing Section
 Planning and Implementing Arrangement 13 (PIA13)
 Title: Control of Substances Hazardous to Health (COSHH)

Route of Exposure									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Inhalation	Skin	Eyes	Ingestion	Other	(State)				
Where is the substance used?	Open Air <input type="checkbox"/>	Workshop <input type="checkbox"/>	Confined Space <input type="checkbox"/>	Office <input type="checkbox"/>	Other <input type="checkbox"/>				
Duration of exposure:	Minutes <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	2-4 hrs <input type="checkbox"/>	4-6 hrs <input type="checkbox"/>	6-8 hrs <input type="checkbox"/>				
Workplace Exposure Limits (WELs) <i>please indicate n/a where not applicable</i>									
Long-term exposure level (8hrTWA):					Short-term exposure level (15 mins):				
State the Risks to Health from Identified Hazards									
Control Measures:									
Is health surveillance or monitoring required? <i>(If YES, please specify)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>									
Personal Protective Equipment <i>(state type and standard)</i>									
 <input type="checkbox"/>					 <input type="checkbox"/>				
Dust mask					Visor				
 <input type="checkbox"/>					 <input type="checkbox"/>				
Respirator					Goggles				
 <input type="checkbox"/>					 <input type="checkbox"/>				
Gloves					Overalls				
 <input type="checkbox"/>					 <input type="checkbox"/>				
Footwear					Other				
First Aid Measures									

Storage

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Is exposure adequately controlled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Risk Rating Following Control Measures

High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
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Disposal of Substances & Contaminated Containers

Hazardous Waste <input type="checkbox"/>	Skip <input type="checkbox"/>	Return to Depot <input type="checkbox"/>	Return to Supplier <input type="checkbox"/>	Other <input type="checkbox"/>
(If Other Please State):				

Assessed By:	Date:	Review Date:
Assessed By:	Date:	Review Date:

Notes:

For further specialist advice please contact the Senior Safety Advisory Officer at Paul.Braniff@infrastructure-ni.gov.uk
 Ext: 40281

Activity Safety Controls

(To be integrated with the methods for doing the work)

ASC details the hazards and associated control measures identified through the Activity Risk

Roads & Rivers

Assessment

Activity: WEED SPRAYING (Pedestrian Controlled)

The key tasks for this activity include; Loading and Unloading, Mixing and Filling containers, Travel, Signing and Guarding, Using hand-held weed spraying equipment. Also covers the spraying of herbicides “in or near water”.

Hazard	Control Measures	Comply (Y /N/ NA)		
Manual Handling	Refer to Lifting & Handling Materials & Equipment ASC.			
Road Traffic Whilst Travelling	Carry out Plant / Vehicle & Equipment pre-use checks.			
	Comply with Highway Code and driver licensing requirements.			
	Drive with due care and attention, especially in hazardous conditions.			
	Evenly distribute and secure loads and ensure that vehicle is not over-loaded.			
	Keep reversing to a minimum and use a banksman if required.			
	U-Turns are not permitted. Go to next appropriate junction to turn vehicles.			
	Do not operate a mobile phone or RT while driving.			
	Do not drive if you are taking medication that warns against driving.			
	Do not drive / operate machinery if you are unfit to do so due to a medical condition or through taking any substances that may impair your ability.			
	If using a trailer, check that the jockey wheel is raised and the number plate, breakaway cable and lighting plug are attached before starting to drive.			
Poor Visibility	The initial advanced warning sign is to be set out so that it is clearly visible for the following minimum distances;			
	• 60m up to speed limit of 40mph			
	• 75m for 50mph or greater on single carriageways			
	• 105m on high speed dual carriageways			
	Visibility can be affected by the road geometry, weather conditions or verge overgrowth.			
Traffic & Members of Public Whilst On Site	Wear high visibility clothing.			
	Keep unauthorised people out of the site.			
	Comply with “ Safety at Streetworks & Roadworks Code of Practice ”			
	On motorways and high speed dual carriageways Chapter 8 signing will be required.			
	Keep crossing of live traffic lanes to a minimum.			
	Do not stand or work between vehicles and trailers.			
	Check that the route is clear & that there is a clear line of sight before starting to drive.			
	Ensure clear visibility when reversing or use a banksman to direct the manoeuvre.			
	Keep vehicles and plant off verges.			

Activity: WEED SPRAYING (Pedestrian Controlled)				
Hazard	Control Measures	Comply (Y /N/ NA)		
Use / Mis-use of Plant, Vehicles & Equipment	No unauthorised passengers in Dfl Roads and Rivers plant, vehicles or equipment.			
	Plant, vehicles and equipment to be used for Dfl Roads and Rivers undertakings only.			
	Operatives to be transported in vehicles in accordance with manufactures and training instructions only e.g. do not travel in MEWP basket, do not stand on vehicle steps etc			
	Plant, vehicles and equipment must be parked safely, secured where possible and locked when unattended or unsupervised by the driver.			
	Where there is a need to have the vehicle running it may be necessary to have a second key to lock the vehicle.			
	The private use of these items at work, home or elsewhere is prohibited.			
	Authorisation is required in advance to take items home or elsewhere – (Refer to SSW08) .			
	Be aware of any protrusions from vehicles such as wing mirrors, steps & open doors			
Ejection Of Particles	Wear goggles when using or working near to jackhammers and power / disc saws or in close proximity to drilling or cutting equipment.			
	Ensure that all guards are in correct position before using the equipment.			
	Keep unauthorised people out of the working area.			
Moving Parts / Entrapment	Turn off / stop all moving parts before attempting to clear blockages.			
	Keep unauthorised people out of the working area.			
	Keep body parts such as fingers and hands away from moving parts including hinged equipment e.g. bonnets, tilted cabs, crib and vehicle doors.			
Entanglement	Before operating machinery ensure that there are no items of loose clothing being worn, loose jewellery is removed and long hair is tied back.			
Chemicals & Substances	Wear Nitrile rubber gloves when handling chemicals and substances.			
	Use Non-Toxic degreaser for cleaning tools.			
	Refer to COSHH Risk Assessments for safety guidance on handling, use, storage, first aid and appropriate emergency response arrangements.			
	Carry out diluting and mixing of products in a safe, designated area.			
	Stand upwind to ensure mists and vapours are blown away from the applicator.			
	Avoid spraying close to members of the public.			
Slips, Trips & Falls	Keep the site and vehicles tidy & free from obstructions.			
	Check under-foot conditions and if possible avoid walking on fluids, ice & other debris.			
	Do not travel on the body or rear of moving vehicles.			
	Do not climb on or enter vehicle body when elevated / tipped up.			
	Use access ladders, handgrips and steps when climbing on or off vehicles.			

Activity: WEED SPRAYING (Pedestrian Controlled)				
Hazard	Control Measures	Comply (Y /N/ NA)		
Poor Posture & Hand Cramp	Operate pedestrian controlled weed spraying equipment with upright posture.			
	Change hands, take occasional short breaks and exercise hands / fingers.			
Fire & Explosion	In the event of fire, stop the vehicle at a safe place, exit the vehicle, keep clear and keep others clear and contact the emergency services.			
	Do not smoke while using pesticides / weed treatment products.			
	Store pesticides well away from sources of ignition.			
	Refer to Safety Data Sheet for information on Flammability & Storage.			
Noxious Weeds/ Hazardous Plants	Comply with DAERANI / DEFRA guidance on removal and disposal of noxious weeds.			
	Wear FFP3 disposable face mask, gloves and protect skin if cutting / removing ragwort.			
	Protect skin to prevent direct contact if cutting / removing hazardous plants such as giant hogweed, poison ivy, Himalayan Balsam.			
	In the event of contact with hazardous plants or their sap, skin should be covered to reduce exposure to sunlight and washed immediately with soap and water.			
Bacterial Infection	PPE – Gloves and overalls.			
	Wash hands and forearms before eating, drinking or smoking.			
	Avoid touching nose, mouth or eyes while working.			
	Remove wet or contaminated clothing as soon as possible.			
	Cover all existing cuts and abrasions before work starts.			
	Clean and cover any cuts and abrasions as soon as they happen.			
	Clean all tools and equipment after use.			
Report any unusual symptoms to your line manager and doctor and inform them that your work is likely to bring you into contact with bacterial infection.				
Animal Bites	Treat animals with respect – don't approach them suddenly.			
	Animals can act unpredictably so avoid stroking or petting unfamiliar ones.			
	Avoid contact with any wild or stray animals as they can be aggressive and there's a chance they could carry infections.			
	Following a bite, apply first aid measures, inform your line manager and seek medical advice / treatment from your doctor.			
Insect Bites / Stings	Check working area for signs of nests and avoid disturbing if you come across one.			
	Remain calm and don't wave your arms or try to swat insects that fly near to you.			
	Cover exposed skin – long sleeved high visibility clothing and gloves			
	Notify your line manager if you are allergic to insect bites / stings and ensure you carry your own supply of medication.			
	Report any allergic reactions to your doctor.			
Environmental Conditions	Waterproof clothing.			
	Drink plenty of fluids to keep hydrated in warmer weather			
	Protect skin from excessive exposure to direct sunlight.			
	Check skin for changes, moles etc. & Report to doctor as soon as			

Activity: WEED SPRAYING (Pedestrian Controlled)			
Hazard	Control Measures	Comply	
		(Y /N/ NA)	
	possible.		
	Suspend spraying operation if wind speed exceeds product manufacturers' recommendations.		

Notes:

1. Activity Safety Control sheets are to be used to guide managers when preparing personal development plans or operator competence requirements.
2. Operators must hold a current Certificate of Competence (as required under the Control of Pesticides Regulations).
3. Supplementary information and guidance is provided in the DfI Roads Pocket Health & Safety Book and DfI Rivers Pocket Health & Safety Book.

Associated Assessments (e.g. Manual Handling, COSHH or activity specific)	Safety Equipment List
Lifting & Handling Materials and Equipment Plant / Vehicle / Equipment Pre-use Checks Lone Worker Contact Procedures & Checklist (SSW02) Small Plant Use	High Visibility Clothing (Class 3 jacket/coverall with sleeves, Class 1 leggings) Disposable Overalls (With Hood) Safety Boots ("Wellington" Or Water-Repellent) Nitrile Gloves (Min. 0.5mm Thickness) Full Face Visor Respirator / Mask - For Potential Airborne Spray Or Vapour To EN 136 Or 140 With Vapour Filter Suitable For The Weed Killer / Product Being Used First Aid Kit Hand Sanitising Wipes

During a compliance inspection indicate yes, no or not applicable in the "Comply" column above to confirm status of hazard control measures and attach to Job Safety Sheet (Reference PIA05 – Activity Safety Controls).

Line Manager **Date**