

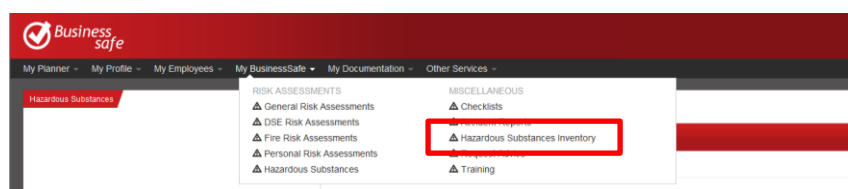
## Hazardous Substances Inventory

Legislation requires manufacturers and suppliers of hazardous substances to provide labels warning of the hazards and risks of the substance and information about its safe use. If the original container does not include a warning sign in the style of one of the two systems shown below the content is not a hazardous substance. Where hazard warnings appear on the label the supplier should also have provided or provided access to a Safety Data Sheet (SDS) which gives further specific details about the hazards, risks and safe use.

The Control of Substances Hazardous to Health Regulations require employers to assess the hazards and risks associated with chemical substances used in the course of their business and to record the significant findings from those assessments.

The requirement to assess a substance applies as much to a small container of polish as to a vat of acid. Both have to be assessed but the assessment for the polish will be simple and normally there will be no significant hazard or risks to be assessed and recorded. **Don't overcomplicate the requirements.**

For substances where there are significant hazards and risks begin by creating an inventory. In **My BusinessSafe** select **Hazardous Substances Inventory** and then **Add Hazardous Substance** to add a substance to the inventory.



First add the name of the substance. Then add details of the supplier; use the + symbol to add a new supplier or select from the dropdown list if suppliers have already been added to the system.

Add the date of the Safety Data Sheet that you have or have consulted for this substance.  
Next add a brief description of what the substance is used for.

Select the style of warning symbol (below) on the container and then select the symbols that correspond.



Go to the Safety Data Sheet and from Section 15 select the R or H numbers that are allocated to the substance and then the S or P numbers that are listed.

Now consider whether a more detailed assessment is required or whether the hazards posed by the substance and the risks from the amount used and the way it used are low and do not require such assessment.

If you indicate that a further assessment is required BusinessSafe Online will open the title page of a Hazardous Substances Risk Assessment. At this stage you can simply choose to create a draft in the index or move into completion of the assessment itself.

## Hazardous Substances Risk Assessment

When a Hazardous Substances Risk Assessment is opened from the Hazardous Substances Inventory data from the inventory will automatically appear in the assessment pages.

On the first page complete the empty fields. If the substance has a Workplace Exposure Limit add that where indicated as a reminder when completing or reviewing the assessment.

The next action is to indicate the route or routes by which the substance affects the health of any one exposed to it. This will have a bearing on the control measures required to ensure the health of people at work.

**Save and Continue** to move to the next page in which an assessment is made of this substance, the amount used in this application and the system of control required to ensure that it is used without risk to health or safety. Automatic calculations are made using a recognised model <sup>1</sup>. The R or H numbers that you entered in the inventory will have categorised the substance into one of 5 hazard groups (A to E).

Enter the amount of the substance used. If it is only used occasionally enter the amount used per batch. If the process is regular or continuous enter the amount used per session.

Indicate whether the substance is a solid or liquid (includes gaseous).

Now show the volatility of a liquid or the dustiness of a solid. For definitions select ⓘ or refer to your safety management documentation.

When all of this data has been entered BusinessSafe Online will indicate the control system, '*General, Engineering Controls, Containment or Special Measures*', appropriate to this usage. A link adjacent to the control system will open general guidance on the component parts of each control system and a checklist against which existing controls can be assessed. The checklist can be completed, saved and in a later stage, attached to the assessment.

Finally indicate whether this substance is one for which Health Surveillance provision should be made.

Save and move on to assess and record existing controls measures already in use and set out any Further Control Measures required allocating their provision to appropriate employees.

On the next page attach any documents you want to link to this assessment; e.g. a control system checklist, a design specification, test data, etc.

Finally set a Review Date.

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<sup>1</sup> Based on academic research and used by the Health and Safety Executive (in COSHH Essentials) and others.

Creating a second hazardous substances risk assessment for a particular substance.

A hazardous substance listed in the inventory may be used in more than process or application. In this case each use will need to be assessed for the adequacy of existing control measures.

To open the second or third, etc. assessment go to **My BusinessSafe – Hazardous Substances** and select **Add New Risk Assessment**.

Give the assessment a title and select the hazardous substance from the drop-down list. Continue with the assessment.