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| **HAZARDOUS SUBSTANCES CONTROL SYSTEM - General Ventilation** | | | |
| **This is the minimum level of control needed for substances that a hazardous substance assessment has identified as requiring Control System 1.** | | **GENERAL VENTILATION**  The use of fresh air to dilute the airborne substance to a level that presents no risk to health: it requires the provision of a good standard of general ventilation and good working practice. | |
| This sheet provides good practice advice on using **General Ventilation** and can be applied to a range of tasks involving small, medium or large scale use of solids and liquids. It sets out the key points you need to follow to reduce exposure to a safe level. Remember that some substances can also be flammable or corrosive; if so any control measures used must take account of those additional risks. Look to the SDS for more information. | | | |
| **Design and Equipment** 1. Provide a good standard of general ventilation; this can be natural ventilation from doors or windows or by mechanical means.  2. For work in a shop or office, natural ventilation will normally be enough to control dusts and vapours from cleaning materials, etc.  3. For work in a factory, mechanically assisted general ventilation will normally be required to remove contaminated air and replace it with clean air. At its simplest this can be a wall mounted extractor fan; at its most complex it may be a comprehensive air movement system.  4. Ensure that air movement is always away from workers using hazardous substances. Discharge contaminated air away from doors, windows and other inlet  5. Ensure that enough fresh air is supplied to replace the air that is extracted. Make sure that it doesn’t cause cold draughts.  6. Between 5 and 15 air changes per hour is recommended.  7. With some dusts, you can re-circulate clean, filtered air into the workplace. This is not recommended when vapours are present. **Maintenance**  1. Maintain the ventilation system as advised by the supplier or installer in effective and efficient working order.  2. Obtain information on the system’s optimum performance. Keep this information to compare with future test results.  3. Carry out a periodic (weekly or monthly depending on risk and use) visual check of the ventilation equipment to ensure it is working properly.  4. Every 14 months get the ventilation equipment examined and tested against its performance specification and keep records of these. | | | |
| **Personal Protective Equipment (PPE)**  Most substances can irritate or penetrate the skin. In addition to the appropriate engineering controls the PPE specified in the Safety Data Sheet(s) should be provided and used.   1. After checking the SDS to ascertain what personal protective equipment is needed ask your safety equipment supplier to help you select suitable protective equipment. 2. Provide arrangements for keeping PPE clean and replace at recommended intervals. 3. Consider respiratory protective equipment (RPE) for cleaning and maintenance activities. 4. Train workers to use PPE e.g. face fit testing for RPE, and to report faults. | **Training and Supervision** 1. Provide supervisors & workers with information on the harmful nature of the substance.  2. Provide supervisors & workers with training on handling and using the substance safely and checking controls are working.  3. Provide supervisors & workers with instruction and training on what to do if something goes wrong.  4. Managers and supervisors must routinely check that control measures are in place and are being followed. | | **Cleaning and Housekeeping** 1. Keep the work equipment and work area clean. Do not allow contamination.  2. Clean other equipment and the workroom regularly.  3. Deal with spills immediately.  4. Clean using appropriate methods so that contamination is not spread – see SDS.  5. Store containers in a safe place and dispose of empty containers safely.  6. Put lids on or seal containers immediately after use. |

| Control Measure |  | Further Control Measures and Additional Actions Required |
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| Design and Equipment |  |  |
| Is there a good standard of general ventilation? | **Yes** **- No** |  |
| Do you provide controlled general ventilation to remove contaminated air and replace it with clean air? | **Yes - No** |  |
| Does the supplied replacement air come from an uncontaminated source? Is it warmed? | **Yes - No** |  |
| Does it flow past the worker and then past the work activity to the extraction point? | **Yes - No** |  |
| Is enough fresh air supplied to dilute and remove the dust or vapour produced? | **Yes - No** |  |
| Is air discharged away from doors, windows and other air inlets? | **Yes - No** |  |
| With dusts, is clean, filtered air re circulated into the workplace? | **Yes - No** |  |
| Maintenance |  |  |
| Is the ventilation system maintained as advised by the supplier or installer and kept in effective working order? | **Yes - No** |  |
| Do you obtain information on the system’s optimum performance? | **Yes - No** |  |
| Is there a weekly visual check of the ventilation equipment for damage? | **Yes - No** |  |
| Is there a weekly visual check of the ventilation equipment for damage? | **Yes - No** |  |
| Do you get the ventilation equipment examined and tested against its performance specification and keep records of these? | **Yes - No** |  |
| Personal Protective Equipment |  |  |
| Have you used the safety data sheet to establish what personal protective equipment (PPE) is needed? | **Yes - No** |  |
| Have you asked your safety equipment supplier to help you select suitable protective equipment? | **Yes - No** |  |
| Have you made arrangements to keep PPE clean? | **Yes - No** |  |
| Is PPE replaced at recommended intervals? | **Yes - No** |  |
| Do you ensure employees are instructed to report faults with PPE? | **Yes - No** |  |
| Is suitable PPE training given? | **Yes - No** |  |
| Training and Supervision |  |  |
| Have you provided workers with information on the harmful nature of the substance? | **Yes - No** |  |
| Have you trained workers to use and handle the substance safely and check that controls are working? | **Yes - No** |  |
| Have you trained managers and supervisors in the safe use of the chemical? | **Yes - No** |  |
| Do managers and workers know what to do if something goes wrong? | **Yes - No** |  |
| Is there a system to formally train new workers and supervisors? | **Yes - No** |  |
| Cleaning and Housekeeping |  |  |
| Are items of work equipment and the work area cleaned regularly to prevent contamination build up? | **Yes - No** |  |
| Are the workroom and other relevant equipment cleaned regularly? | **Yes - No** |  |
| Are spills dealt with immediately? | **Yes - No** |  |
| Are appropriate cleaning methods used so that contamination is not spread? | **Yes - No** |  |
| Are containers stored in a safe place? | **Yes - No** |  |
| Are empty containers disposed of safely? | **Yes - No** |  |
| Are lids put on or containers sealed immediately after use? | **Yes - No** |  |

Checklist completed and additional actions allocated by ….. on date …