|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARDOUS SUBSTANCES CONTROL SYSTEM– ENGINEERING CONTROL** | | | |
| **This is the minimum level of control needed for substances that a hazardous substance assessment has identified as requiring Control System 2.** | | Specifically designed local exhaust ventilation (LEV), ranging from single point extraction close to the source of the hazards to a ventilated partial enclosure. It will include other engineering control measures such as cooling coils for vapours in solvent baths. Engineering controls are used to keep harmful substances away from the worker. | | |
| **Local Exhaust Ventilation** (LEV) and can used to control the health risks from exposure to many low to medium hazard substances be they solids or liquids in small, medium or large quantities. This checklist describes the key points required to reduce exposure to a safe level. Remember that where the substance is also flammable or corrosive those properties must be taken into account. The Safety Data Sheet will also provide useful information. LEV is used at the point of use to capture harmful dust or vapour and discharge it to a safe place or to a suitable filtration unit. Air cleaning equipment may have to be included in the system to comply with emission limits imposed by environmental legislation. | | | | |
| Design and Equipment 1. Properly designed local exhaust ventilation must be used at the source of exposure to capture the dust or vapour. See Guidance Note 5-21 for further information.  2. Enclose the source of dust or vapour as much as possible to help stop it spreading. Take advice from the supplier.  3. Don’t allow the worker into the path of the contaminated air flow.  4. Ensure that the work area is away from draughts that may interfere with the LEV performance.  5. Ensure that a clean air supply comes into the workroom to replace the extracted air.  6. Provide a simple way of checking that the LEV is working properly.  7. Restrict access to the working area to authorised personnel only. Maintenance Examination and Testing 1. Maintain the LEV as advised by the supplier; using their technical data to measure the continuing efficiency of the system.  2. Depending on use, check the system weekly or monthly for signs of visible damage.  3. Have the LEV examined and tested against its design standard at least every 14 months. Some processes require more frequent testing.  4. Keep records of all examinations and tests for at least five years**.** | | | | |
| 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 ensure control measures are used. 5. Make workers aware of any applicable health surveillance arrangements. | | Cleaning and Housekeeping  1. Clean work equipment and the work area to prevent contamination build up. 2. Clean other equipment and the workroom regularly. 3. Deal with spills immediately. 4. Clean using appropriate methods so that contamination is not spread. 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 |
| --- | --- | --- |
| Design and Equipment |  |  |
| Is there local exhaust ventilation at the source of exposure to capture the dust or vapour? | **Yes** **- No** |  |
| Is the source of dust or vapour enclosed as much as possible to help stop it spreading? | **Yes - No** |  |
| Does the system keep workers out of the path of the contaminated air flow? | **Yes - No** |  |
| Is the work area away from draughts that may interfere with the LEV performance? | **Yes - No** |  |
| Does a clean air supply come into the workroom to replace the extracted air? | **Yes - No** |  |
| Is there an easy way of checking that the LEV is working properly? Is there an indicator gauge? | **Yes - No** |  |
| Do you restrict access to the working area to authorised personnel only? | **Yes - No** |  |
| Maintenance, Examination and Testing |  |  |
| Do you maintain the LEV as advised by the supplier? | **Yes - No** |  |
| Do you have enough information to be able to check that the system is operating to the design specification? | **Yes - No** |  |
| Do you periodically check the LEV and visible ducting for visible signs of damage? | **Yes - No** |  |
| Is the LEV examined and tested against its design standard at least every 14 months? Note that for some specific processes there is a shorter period between each examination and test. | **Yes - No** |  |
| Do you keep records of all examinations and tests for at least five years? | **Yes - No** |  |
| Personal Protective Equipment |  |  |
| Have you checked the SDS to see 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** |  |
| Are there arrangements in place for keeping PPE clean? | **Yes - No** |  |
| Is PPE replaced at recommended intervals? | **Yes - No** |  |
| Is respiratory protective equipment provided for cleaning and maintenance activities? (Where required) | **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 managers and workers with information on the harmful nature of the substance? | **Yes - No** |  |
| Have you provided managers and workers with training on handling the substance safely and to check that controls (including LEV) are working? | **Yes - No** |  |
| Have you provided managers and workers with instruction and training in the safe use of the chemical? | **Yes - No** |  |
| Do managers and workers know what to do if something goes wrong? | **Yes - No** |  |
| Do you have a system for checking that control measures are in place and are being followed? | **Yes - No** |  |
| Are your managers and workers aware of any health surveillance arrangements? | **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 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 …