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| **HAZARDOUS SUBSTANCES CONTROL SYSTEM - SPECIAL MEASURES** | | | |
| **SPECIAL** measures are required because you are using a substance that is **EXTREMELY HAZARDOUS** to health. You will need more specific and specialist advice than can be provided in this guidance. You will need to take site and process specific advice from a qualified Occupational Hygienist. Exposure levels will need to be monitored and Occupational health surveillance for workers using the substance will be required. It is imperative that you seek and act upon this expert advice. | | Used where a substance is **EXTREMELY HAZARDOUS.** These chemicals have the potential to cause very serious health effects, such as cancer or asthma. The hazards and risks are so high that every aspect surrounding the handling and use of these substances must be assessed at a level of detail that goes beyond that included in this note. Each case must be assessed individually. Special measures will include those set out in this guidance and more beside. | |
| Legislation requires that the elimination of exposure to extremely hazardous substances must be your ultimate aim; you must consider using a less hazardous substance where it is reasonably practicable to do so. Where this is not possible control measures are required to reduce the exposure of workers as far as is reasonably practicable below the Workplace Exposure Limit. Health surveillance will also be required. | | | |
| Design and Equipment   1. The design, installation, operation and maintenance of the plant, equipment and processes should eliminate the risk of leakage into the working environment. 2. The design and operation of the plant and equipment should minimise the need for maintenance or other work which requires a breach of the containment or entry into any plant or equipment in which the substance may be present. 3. Provide special designed local exhaust ventilation at those parts of the plant and equipment where emissions of the substance may occur. | | Maintenance, Examination and Testing   1. Ensure that all equipment used in the process is maintained in good order and in good repair. 2. Adopt a Permit to Work System for maintenance work. 3. Follow any special procedures that are needed before the system is opened or entered, e.g. purging and washing. 4. Ensure that all equipment is tested and examined according to regulatory requirements. 5. Keep all records of inspection and test and of maintenance for at least 5 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. | | 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 using the relevant emergency procedures. 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 |
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| Design and Equipment |  |  |
| Does the design, installation, operation and maintenance of the plant and equipment and processes eliminate the risk of leakages from any part of the plant and equipment into the working environment? | **Yes** **- No** |  |
| Does the design and operation of the plant and equipment minimise the need for maintenance or other work which requires the breaching of, or entry into, plant and equipment in which the substance is liable to be present? | **Yes - No** |  |
| Is specialist LEV provided at those parts of the plant and equipment where emissions of the substance may occur? | **Yes - No** |  |
| Maintenance, Examination and Testing | **Yes - No** |  |
| Do you ensure that all equipment used in the process is maintained in good order and in good repair? | **Yes - No** |  |
| Is a Permit to Work System used for maintenance work? | **Yes - No** |  |
| Are special procedures that are needed followed before the system is opened or entered, e.g. purging and washing? | **Yes - No** |  |
| Do you ensure that all equipment is tested and examined according to regulatory requirements? | **Yes - No** |  |
| Do you keep all records of maintenance for at least 5 years? | **Yes - No** |  |
| Personal Protective Equipment |  |  |
| Have you checked the material safety data sheet to ascertain 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? | **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 |  |  |
| Do you provide workers with information on the harmful nature of the substance? | **Yes - No** |  |
| Are employees trained in all relevant process operations? | **Yes - No** |  |
| Are employees trained in following maintenance procedures? | **Yes - No** |  |
| Are employees trained in when and how to use PPE? | **Yes - No** |  |
| Are employees trained in how to detect and deal with leaks? | **Yes - No** |  |
| Do you provide employees with instruction and training in the safe use of the chemical? | **Yes - No** |  |
| Do employees know what to do if something goes wrong? | **Yes - No** |  |
| Have a system available for checking that control measures are in place and are being followed. | **Yes - No** |  |
| Are your employees aware of any health surveillance arrangements? | **Yes - No** |  |
| Cleaning and Housekeeping |  |  |
| Are items of work equipment and the work area regularly cleaned to prevent contamination build up? | **Yes - No** |  |
| Is the workroom and other equipment cleaned regularly? | **Yes - No** |  |
| Are spills dealt with immediately using the relevant emergency procedures? | **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 …