

DOCUMENT NUMBER: QMS100215	TITLE: CoSHH Management	 AZENTA LIFE SCIENCES
REVISION: 2	DOCUMENT CLASSIFICATION: 02 – Work Instruction	

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1 PURPOSE

The nursery, landscaping and construction industries use a wide range of materials which contain substances potentially hazardous to health. Hazardous substances can also exist on site, or they can be produced as a result of site activities. These could be in the form of substances, micro-organisms, or biological agents.

The COSHH regulations are intended to ensure that exposure to hazardous substances remains within acceptable safe limits. There is a general duty to ensure that the exposure of employees and others to harmful substances is either prevented or adequately controlled.

2 SCOPE

This procedure applies to all KLG operations and activities that could give rise to significant risk from the storage, transport, handling and use of materials which contain substances potentially hazardous to health. A process for management shall be detailed herein which ensures the risks from COSHH are assessed, then eliminated or reduced to as low as is reasonably practicable.

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3 REFERENCE DOCUMENTS, FORMS

External Document References (If applicable)	
Document Number	Document/Form Name
N/A	Health and Safety at Work etc. Act 1974
N/A	Management of Health and Safety at Work Regulations 1999
N/A	The Control of Substances Hazardous to Health (CoSHH) Regulations 2002
N/A	The Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations 2002
N/A	Personal Protective Equipment at Work Regulations 1992
N/A	Workplace (Health, Safety and Welfare) Regulations 1992
L5	Managing and working with hazardous substances – COSHH Regulations
EH40	Workplace Exposure Limits (WELs)
N/A	Supplier MSDS

Internal Document References (If applicable)	
Document Number	Document/Form Name
QMS100200	Health & Safety Policy
QMS100210	CoSHH Assessment Template
QMS100201	Spill Response
QMS100203	Incident Investigation Form

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4 Definitions

List definitions of terms or abbreviations	
Term	Definition
CoSHH	Control of Substances Hazardous to Health
MSDS	Material Safety Data Sheet
Hazardous Substance	Any substance that can cause harm to health, including chemicals, fumes, dusts, vapours, gases, biological agents, and products labelled as hazardous under CLP regulations.
Exposure	Contact with a hazardous substance through inhalation, skin absorption, ingestion, or injection.
COSHH Assessment	A specific assessment carried out to identify health hazards associated with substances and determine required controls.
Workplace Exposure Limit (WEL)	The maximum concentration of a hazardous substance permitted in workplace air, as defined by Health and Safety Executive guidance EH40.
Control Measures	Actions or equipment used to reduce exposure to hazardous substances, including ventilation, containment, safe systems of work, and PPE.
Personal Protective Equipment (PPE)	Equipment worn to reduce exposure to hazards, such as gloves, respirators, eye protection, and protective clothing.
Health Surveillance	A programme of ongoing health checks used to detect early signs of work-related ill health caused by exposure to hazardous substances.
Spill Response	The actions taken to safely contain, clean, and dispose of accidental releases of hazardous substances.
Competent Person	Someone with sufficient training, knowledge, experience, and skills to carry out COSHH-related tasks safely.

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5 Responsibilities

List all the participating roles and summarize their responsibilities related to the procedure	
Role	Responsibility
Directors	Company Directors are responsible for the safety of employees and visitors. As such they have the primary responsibility for ensuring this procedure is fully implemented within the business.
HSEQ Manager	The KLG HSEQ Manager is responsible for maintaining and updating the KLG company COSHH Register and for undertaking all COSHH Risk Assessments.
Contract Manager or Site Manager	Review the COSHH Register and ensure that their site/project has access to relevant COSHH Risk Assessments. If a material or substance needs to be introduced for use onto site they shall inform the HSEQ Manager and request the material or substance be added to the company COSHH Register and a COSHH Risk Assessment be undertaken. Site Managers are responsible for ensuring employees have access to relevant COSHH Registers.
Site Supervisors	Ensure that employees under their supervision have access to relevant COSHH Registers. If a material or substance is being used on-site and a COSHH Risk Assessment has not been made available they are responsible for notifying the HSEQ Manager immediately.

6 OPERATIONAL PROCEDURE

6.1 Identifying hazardous substances

Managing the risks to health starts with identifying the hazardous substances and taking action to minimise exposure to them. Manufacturers and suppliers of materials have a legal duty to advise on the hazards associated with their products, both on package labelling and also in the form of health and safety data sheets.

The KLG HSEQ Manager is responsible for maintaining and updating the KLG company COSHH Register and for undertaking all COSHH Risk Assessments.

Prior to project or works commencement it is the responsibility of the KLG Contract Manager or KLG Site Manager to review the COSHH Register and ensure that their site/project has access to relevant COSHH Risk Assessments. If new materials or substances are required to be introduced to site, it is the Contract Manager or Site Manager's responsibility to inform the HSEQ Manager and request the material or substance be added to the company COSHH Register and a COSHH Risk Assessment be undertaken.

6.2 Managing hazardous substances

All project site teams and KLG managed premises shall have access to COSHH Risk Assessments at the point of use of materials or substances, the Site Manager or Site Supervisor shall ensure this is the case. The project relevant COSHH file shall be placed in each project teams Emergency Backpack and shall be taken with the project team for use on-site if required. If the Site Manager or Site Supervisor identifies that a material or substance is being used on-site and a COSHH Risk Assessment has not been made available they are responsible for notifying the HSEQ Manager immediately.

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The Site Manager or Site Supervisor shall be conversant with the details of any project or site relevant COSHH Risk Assessments and take the necessary action to prevent exposure to harmful substances. They must apply risk management techniques and they must apply the undernoted hierarchy of controls:

- Eliminating risks wherever possible.
- Substituting the substance with a less hazardous material or process.
- Combating risks at source e.g. by engineering controls, or isolation, to separate people from the hazardous substance.
- Minimising the risk by implementing suitable systems of work.
- Minimising the risk by the use of PPE (this should be considered as a last resort).

6.3 COSHH Training

All employees are to undertake COSHH training relevant to their role within the company. It is the responsibility of the Manager requesting the hiring of the new employee via the HR Manager to determine the level of COSHH training required, either COSHH Training Project Sites, COSHH Training Nursery Sites or COSHH Training Office Sites. The COSHH training shall be undertaken on the first day of employment with KLG.

7 MONITORING & REVIEW

Risk Assessments monitored for compliance through inspections and audits. All incidents and near misses involving any occupational health hazards are subject to investigation as per QMS100202. This procedure is subject to updates as required

The following records are generated from this process.		
TYPE OF RECORD	ABBREVIATION	WHERE RETAINED
Health Screening Questionnaires	-	Employee File
Incident Investigation Form	-	Company Server
CoSHH Assessments	-	Company Server
CoSHH Register	-	Company Server
For Control and Retention of Quality Records, see QMS100302		

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