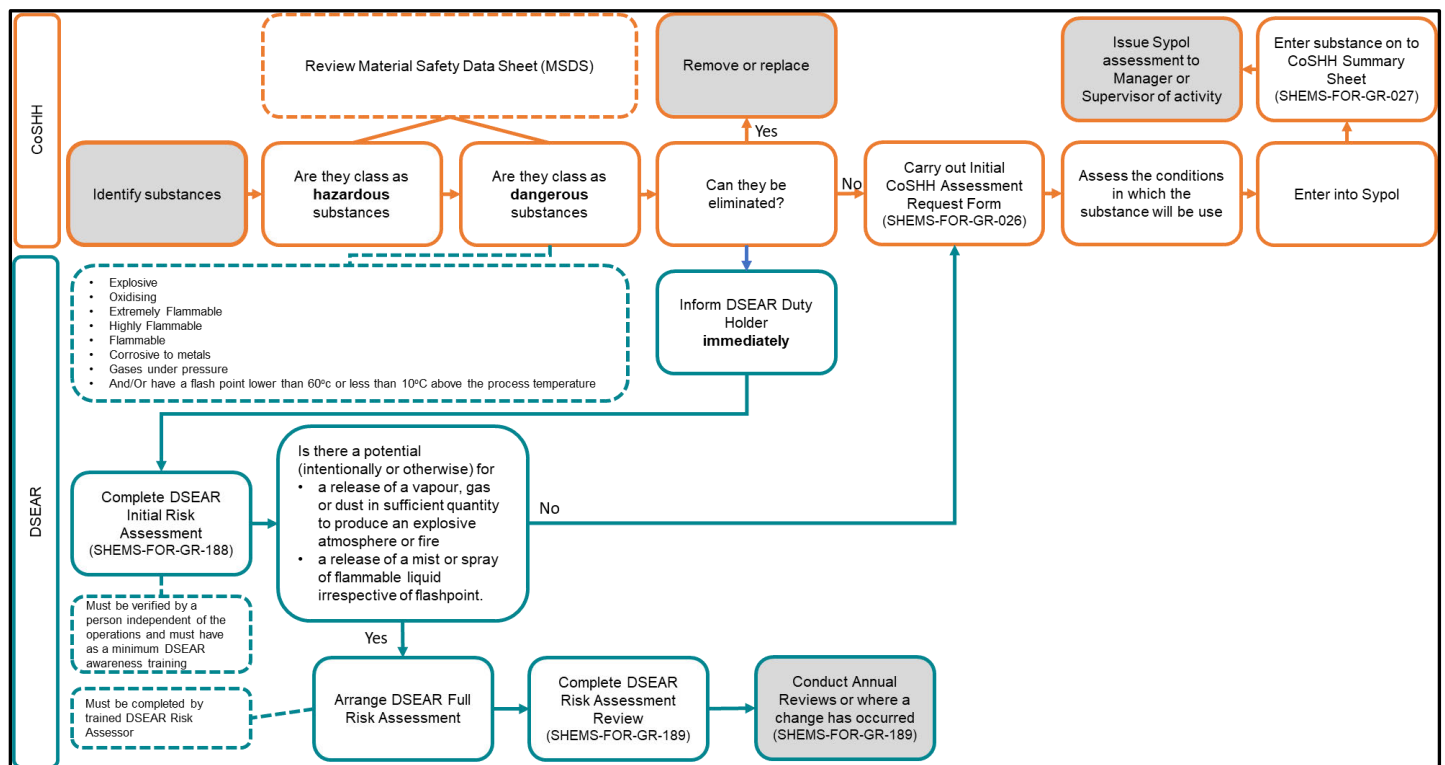


The purpose of this Standard is to set out the requirements for the control of the risks associated with the use of chemicals or other substances hazardous to health and/or the environment and to provide guidance on Keir's requirements to ensure compliance with legislation and the records to be maintained.

Unless accompanied by an approved derogation this standard is applicable to all business streams and business units identified in [SHEMS-STD-GR-001](#).

Process



Note: [REDACTED] subscribes to the Sypol CoSHH Management System (CMS) for the preparation of CoSHH assessments and these must be used in all circumstances, unless a subcontractor has provided a suitable alternative.

The Duty Holder must be identified and must be the person with authority over the workplace, building or process.

The Duty Holder must:

- Appoint a CoSHH Co-ordinator (***SHEMS-FOR-GR-002***).
- Ensure CoSHH Co-ordinator is competent, having been trained in:
 - The use of the Sypol CoSHH Management System
 - DSEAR Awareness Training (Internal [REDACTED] course to be booked by training co-ordinator)
- Have access to all relevant project CoSHH information.

Authorised By: Group HSW Director	Page 1 of 4	SEMS-STD-GR-051
Author: BS HSW Leads	Version Date: April 2022	Version: 2.2
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Business Units who manufacture hazardous products must:

- Create Material Safety Data Sheets (MSDS) and make available
- Ensure correct classification, labelling and packaging is applied see Information to Support (**SHEMS-GUI-GR-051A**) CLP Symbols
- Produce their own CoSHH Assessments for the production, use and storage of the products manufactured.
- Comply with the REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals) Regulations.

Do

Premises/Depot/Project Managers/Supervisors of the activity or premises must:

- Provide details regarding the substance to CoSHH Co-ordinator.

CoSHH Co-ordinator must:

- Review details of existing assessment if available for changes and validity.
- Review and retain MSDS
- Identify that any hazardous or dangerous substance that cannot be eliminated (see Information to support Dangerous Substances and Hazardous Substances **SHEMS-GUI-GR-051A** for definitions):
 - Is assessed as per the requirements of CoSHH legislation and this standard;
 - Must brief all involved on the assessment;
 - Provide necessary control measures; and/or
 - PPE to safely work with the substance
- Inform DSEAR Duty Holder that DSEAR risks have been identified if applicable.
- Carry out the initial CoSHH assessment request form (**SHEMS-FOR-GR-026**) if required and no existing assessment is available. Use the ERIC PD principles to assess the substance to be used in line with the Risk Assessment Standard (**SHEMS-STD-GR-014**).
 - Include all relevant details associated with the hazardous substance including Personal Protective Equipment (PPE) and emergency plans.
 - Assess the conditions in which the hazardous substance will be used e.g. period of exposure, area of exposure (environment where the substance/material is to be used) and number of people involved.
- Input data into the Sypol database and obtain a completed Sypol assessment.
- Complete CoSHH Substances Summary Sheet (**SHEMS-FOR-GR-027**).
- Issue completed Sypol assessment to Manager/Supervisor of the activity.

Line Management / Supervisors must:

- Brief all persons involved in, or affected by, the use of the hazardous substance.
- Ensure arrangements are made for suitable and effective control measures to be implemented and maintained.
- Inform the CoSHH Coordinator of any significant change
- Ensure where medical surveillance and/or intervention is required that they contact the [REDACTED] Occupational Health Advisor.
- Ensure employee's health records include information regarding substances that they have been exposed to and these must be kept for a minimum of 40 years.

Note: Where necessary and determined by the CoSHH assessment, health surveillance and other medical intervention may be required. Examples of the type of health assessments necessary are for work with materials such as hardwoods and bituminous products.

Authorised By: Group HSW Director	Page 2 of 4	SHEMS-STD-GR-051
Author: BS HSW Leads	Version Date: April 2022	Version: 2.2
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Premises/Depot/Project Managers must

- Maintain and control records under the CoSHH Regulation these must include:
 - Assessment of risks of exposure
 - Control measures provided
 - Methods and use of control measures including; defects/ fault reporting and equipment service/ inspection
 - Examination, testing and repairing of control measures – either the records itself or a summary register must be kept for a minimum of 5 years
 - Records of exposure monitoring, including background exposure, and control measures for 5 years
 - Individual health record of exposure or potential exposure for 40 years from date of last entry;
 - Training given to employees.

Check

Manager/Supervisor of the activity must:

- Monitor the activity to ensure the measures detailed in the assessment are in place and that the process has not changed from that described within the assessment. If the activity, use or exposure to the hazardous substance changes, a new assessment must be prepared.
- Ensure monitoring of workplace exposure levels is carried out where exposure is critical to the health of personnel i.e. exposure to significant levels of solvent.
- Changes to control measures or PPE are properly assessed and new substances are not to be introduced into the workplace without prior assessment.
- Engineering controls (e.g. Local Exhaust Ventilation (LEV)) are properly and effectively maintained, monitored and serviced/inspected periodically or as specified by the manufacturer.
- Ensure employees are trained on the purpose and safe operation of all engineering controls. All LEV service/inspections will be completed as specified by the manufacturer.

CoSHH Co-ordinator must:

- Regularly check details of all CoSHH assessments are held on the Syopol database.

Act

The **Duty Holder** must ensure that control measures identified in the risk assessments are undertaken and this standard is fully implemented.

Related Documents**IMS Documents**

- [SHEMS-GUI-GR-051A](#) Information to Support CoSHH
- [SHEMS-FOR-GR-002](#) Appointment of a CoSHH Co-ordinator
- [SHEMS-FOR-GR-026](#) CoSHH Assessment Request Form
- [SHEMS-FOR-GR-027](#) CoSHH Substances Summary Sheet
- [SHEMS-STD-GR-094](#) DSEAR Standard

External Resources

- [ACOP L5](#) The Control of Substances Hazardous to Health Regulations
- [INDG136](#) Working with hazardous substances – What you need to know about COSHH
- [HSG53](#) Respiratory Protective Equipment
- [EH40/2005](#) Workplace exposure limits
- [HSG258](#) Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)
- [CLP Regs](#) Classification, labelling and packaging Regulations

- [ACOP L138](#) Dangerous Substances and Explosive Atmosphere Regulations
- [REACH](#) (Registration, Evaluation, Authorization and Restriction of Chemicals) Regulations
- [ACOP L143](#) Control of Asbestos at Work Regulations
- [ACOP L132](#) Control of Lead at Work Regulations

Authorised By: Group HSW Director	Page 4 of 4	SHEMS-STD-GR-051
Author: BS HSW Leads	Version Date: April 2022	Version: 2.2
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