



Standard Operating Practice

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Owner: Safety Department

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

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This document supersedes the following document(s):

SP 0020 Rev 1				

Revision	Date	Prepared by	Approved by	Changes
2	22/02/2006	P. Gallimore		Transferred from TQA
3	Sept 2007	P.Gallimore	D.Hopper	Update to cover change from OES to WEL
4	October 2011	G Taylor	P Gallimore	New COSHH Assessment System Introduced
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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**1. PURPOSE**

To provide a method whereby substances classed as hazardous to health can be assessed and handled safely.

2. REFERENCES & DEFINITIONS**2.1. REFERENCES**

Facility COSHH Assessment Workbook

SOP 132 Personal Protective Equipment Procedure

EH40 Exposure Standards Issued Annually (HSE Document)

Control of Substances Hazardous to Health Regulations (COSHH) 2002 as amended

COSHH Essentials Workbook

Health and Safety at Work Act 1974

2.2. DEFINITIONS**2.2.1. HAZARDOUS SUBSTANCE**

A substance which is listed in the definition of "substances hazardous to health" in the COSHH regulations.

2.2.2. COMPETENT PERSON

A person who has undertaken a Modern COSHH Management Course.

2.2.3. WORKPLACE EXPOSURE LIMIT

A WEL is the concentration of a hazardous substance in the air that people breathe, averaged over a specified reference period referred to as time weighted average (TWA) or Short Term Exposure Limit (STEL).

3. RESPONSIBILITY

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- 3.1 The company has a legal responsibility under Section 2 of the Health and Safety at Work Act 1974 and under the Control of Substances Hazardous to Health Regulations COSHH when handling hazardous substances.

Facility and Line managers have responsibility for keeping the amount of hazardous substances handled within their departments to a minimum. Where possible they should substitute hazardous substances with less hazardous ones. They have responsibility for contacting the Safety Department to ensure that substances are assessed and exposure to hazardous substances is controlled.

NOTE: Under no circumstances are employees allowed to bring substances onto site without prior permission from their Line Manager and an assessment carried out by the Safety Department.

4. COMPETENCY REQUIREMENTS

See 2.2.2 above. Contact the Safety Department to carry out an assessment.

5. PROCEDURE REQUIREMENTS**5.1. SCOPE**

All hazardous substances used on Air Liquide UK sites.

5.2. PROCEDURE

- 5.2.1 All substances should be kept to a minimum. COSHH Assessments should ONLY be carried out by the Safety Department.

- 5.2.2 Each ALUK Facility has an Excel Workbook saved on <G:\Production Data\Safety COSHH Assessments>. The Workbook contains the following;

- An inventory of all substances, both chemicals and gases
- Copies of the Material Safety Data Sheets issued by the Supplier
- COSHH Assessments for each substance on site

- 5.2.3 Each substance identified as hazardous to health should be assessed for exposure by a member of the Safety Department and appropriate controls put in place.

- 5.2.4 The Safety Department will identify the level of control necessary and advise the line manager accordingly.

- 5.2.5 The Facility and Line managers will be responsible for implementation of the controls together with their maintenance and effectiveness.

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- 5.2.6 The Facility and Line Managers will make copies of the COSHH Assessments and MSDS readily available to employees.
- 5.2.7 Where personal protective equipment (PPE) is used as a control it will only be used as a last resort. The PPE must be carefully selected for its use in preventing exposure to the hazardous substance.
- 5.2.8 Each assessment must be reassessed every 3 years by the Safety Department.
- 5.2.9 All employees must be provided with information and appropriate training on the nature of the hazardous substances with which they are working.

6. RECORDS RETENTION

Records which show that Personal Health monitoring is required as part of the assessment must be kept for 40years . Contact Safety Department for help with storage.

7. PERFORMANCE INDICATORS

N/A

8. FORMS

Facility COSHH Assessment Workbooks are saved on the following link;

<G:\Production Data\Safety COSHH Assessments>