

The intent of this document is to provide the learner with the minimum requirements to be met/complied with and maintained to ensure the management of HCS in the workplace.

REQUIREMENTS:

DESIGNATION OF HCS CO-ORDINATOR:

A competent person must be trained and appointed under the designation of an HCS Co-ordinator to co-ordinate all HCS in a workplace.

MATERIAL SAFETY DATA SHEETS (MSDS) (16 point MSDS)

- ✓ Records of all MSDS for HCS kept in a specific workplace must be kept on site and be available upon request by auditors, employees, service providers, firefighting team member, emergency response teams and visitors to site.
- ✓ The best format is to keep a HCS register, which includes all the MSDS.
- ✓ Ensure the HCS register is up-to-date and your sources for your MSDS are current.
- ✓ Sources for MSDS are best obtained directly from the manufacturer of the product. (Similar MSDS should not be downloaded and kept in place of the Original Manufacturers Material Safety Data Sheet).
- ✓ If your employees are using the products, your employer has a duty to inform them of the hazards and risks of the specific product.
- ✓ First aiders should also be provided with a copy of all MSDS for all HCS in a specific workplace.
- ✓ It is good practice to ensure a copy of the MSDS is included in the work pack/daily documentation for employees using HCS.
- ✓ Local or municipal bylaws must be complied with, with regards to the storage of HCS, in particular bulk storage. The capacity should never be exceeded. (Best practice is to ensure you know what HCS your organisation uses, and ensure that the applicable standards, bylaws and regulations are complied with)

USE OF HCS

- ✓ All employees using HCS on site must be trained on the hazards, health risks, safety risks, PPE Requirements and other relevant procedures related to the use of HCS on site.
- ✓ Ensure the environmental impacts of any HCS have been assessed and mitigated, and that documentary proof of this is available upon request.
- ✓ Where required and practicable ensure that medical baselines are filed and medical surveillance is maintained and records are available upon request.
- ✓ Your emergency preparedness plan should include how to handle emergencies related to HCS spills, contamination, exposure and contact. (in particular with ionising radio-active sources)
- ✓ Employees have a duty to inform the employer of any allergies, or low tolerances related to any HCS on site, so that this can be documented and managed.
- ✓ Where applicable zoning areas, and communication with other contractors in or near your work area must be informed of the hazards and risks attached to your HCS. (in particular ionising radio-active sources)
- ✓ Where the registration/notifications of certain HCS use or storage is applicable, ensure evidentiary documentation to support proof of said registrations/notifications is available upon request.

- ✓ A safe working procedure, risk assessment and spills response procedure must be implemented where applicable and employees must be trained on said procedures. Proof of said training must be available upon request.
- ✓ Ensure to file any local, municipal or other legal documentation required from authorities regarding the HCS your organisation uses or stores where applicable.

REDUCTION OF HCS

The Hierarchy of Controls must be applied where potential exposure to HCS is identified to ensure either the elimination, substitution and or reduction of the presence of HCS in the workplace.

(It is good practice to include measurable (realistic) targets and objectives regarding HCS in the workplace)

STORAGE OF FLAMMABLE HCS AND EXPLOSIVE MATERIAL

The compatibility of the chemicals stored must be assessed under normal (ie storage) and abnormal circumstances (specific areas, heat, movement etc)

Chemical stores must comply with the applicable standards.

The storage of explosive magazines/cartridges must be in compliance with applicable standards and requirements.

Good Ventilation must be maintained and bunding must be adequate.

Fire Emergency equipment must be readily available.

An inventory of all HCS stored must be available with the applicable warning notices outside the store.

The integrity of the storage facility/plant must be maintained and inspected regularly, documentary proof of said maintenance and inspection must be available upon request.

Where practicable and when required, lightning arrestors must be fitted to minimise the fire risk.

Any bulk tanks must be labelled as per applicable requirements.

An inventory of raw materials, mixtures must be available upon request. (i.e. epoxy which includes hardener, HCS that must be mixed or combined)

The inventor must clearly indicate the hazard class of the HCS.

Access control to the storage area must be in place and documentary proof (albeit signage) must be available upon request.