

Hazardous Substance C.O.S.H.H. Policy

Introduction

Employ My Ability (EMA) recognises the importance of providing a working environment that is safe and healthy for all employees, visitors and members of the public. EMA will therefore protect its employees and all other persons from the effects of hazardous substances, by preventing or minimising exposure to such substances.

The law

The Control of Substances Hazardous to Health Regulations (C.O.S.H.H.) provides a legal framework for protecting all employees against hazardous substances arising from work activities. The COSHH Regulations do not apply where legislation exists for specific substances such as The Control of Asbestos at Work Regulations 2002.

Definition

A substance that is hazardous to health is defined in detail within The Control of Substances Hazardous to Health Regulations for the purposes of this policy; it is defined as “a natural or artificial substance which has the potential to harm a person”.

Policy

This Policy describes the procedures, which should be followed by all employees.

Company responsibility

- Determine which hazardous substances are present in the workplace.
- Assess the risk to employees and others from the presence of these hazardous substances.
- Prevent or control exposure to the hazardous substances to as low a level as reasonably practicable.
- Have arrangements in place to deal with accidents and emergencies.
- Provide information and training for employees – All employees complete ELearning.

Employee responsibility

- Follow all systems of work laid down for their safety.
- Make full and proper use of equipment provided for their safety.
- Report any defects in systems, practices or equipment.
- Take reasonable care of their own health and safety and that of others.
- Inform their manager, when they believe that there is a risk of injury.
- Inform their manager immediately, if they feel unwell or ill after having been exposed to a substance.

Risk assessment

All new hazardous substance introduced must have a Material Safety Data Sheet from the supplier and risk assess before anyone is exposed to them.

Personal protective equipment

EMA will assess and provide personal protective equipment (P.P.E.) and relevant training. P.P.E. will only be used where there is no other way to reduce a hazard.

Storage

Special storage will be provided for flammables, environmentally hazardous chemicals and combustible agents.

All hazardous substances shall be stored in accordance with the information provided by the supplier.

Disposal

All chemicals and hazardous substances will be disposed of in accordance with the MSDS information given by the supplier.

Staff training

The Company will ensure that all employees receive appropriate C.O.S.H.H. training so that hazardous substances are used according to the manufacturer's instructions.

Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with EMA Senior Management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management to see that all relevant employees receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.