



## COSHH POLICY

### Designated Contacts

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### Control of Substances Hazardous to Health (COSHH) Policy

1. The Company will comply with the requirements of the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and will develop a framework for controlling the exposure of employees to hazardous substances used in and arising from work activities.
2. No work will be undertaken which is liable to expose any person to any substance hazardous to health unless a suitable and sufficient assessment of risks created by that work has been completed and appropriate preventative or control measures have been implemented.
3. For all substances hazardous to health, the aim of the Company is to prevent exposure wherever reasonably practicable.
4. Where prevention of exposure is not reasonably practicable, adequate control of exposure will be achieved by measures other than Personal Protective Equipment (PPE), so far as is reasonably practicable in the light of exposure, circumstances of use, informed knowledge about the substance's hazards and current technical developments. Where these measures do not prevent or adequately control exposure, the Company will provide such suitable PPE as will adequately control exposure. Any PPE will comply with the Personal Protective Regulations 1992.
5. Where there is exposure to a substance hazardous to health for which a Maximum Exposure Limit (MEL) has been approved, the control of the exposure will be reduced so far as is reasonably practicable and in any case below the MEL.
6. Where there is exposure to a substance hazardous to health for which there is an Occupational Exposure Standard (OES), the Company's aim is to ensure that the OES is not exceeded. Where the OES is exceeded, the reasons shall be identified and appropriate action shall be taken to remedy the situation as soon as reasonably practicable.



- 7.** Control measures shall be carefully reviewed and improved, extended or replaced as necessary to be capable of achieving and sustaining adequate control.
- 8.** The Company will take all reasonable steps to ensure any control measure, PPE or other requirement provided under COSHH is properly used or applied.
- 9.** All employees shall make full and proper use of any measure provided and shall ensure it is returned after use.
- 10.** All control measures provided to prevent or control exposure to substances hazardous to health shall be maintained in an efficient state, in efficient working order and in good repair and in the case of PPE, in a clean condition. Where engineering controls are provided the appropriate examinations and tests will be carried out within the designated timescales. Appropriate records will be maintained.
- 11.** Where it is necessary, either to ensure the maintenance of controls or a requisite for protecting the health of employees, monitoring of exposure to substances hazardous to health will be undertaken in accordance with a suitable procedure. Suitable records shall be kept in an readily retrievable and easily understandable format. The records should be kept for at least forty years after the monitoring takes place.
- 12.** Where appropriate health surveillance will be carried out, a health record containing the required information shall be made and maintained for at least forty years from the date of the last entry made in it. Where the Company's medical adviser certifies that in their professional opinion an employee should be engaged in work which exposes them to that substance or that they should only be engaged under certain conditions, the employee shall not be allowed to be engaged in such work except in accordance with any conditions specified by the medical adviser.
- 13.** An employee whose work requires the Company to undertake health surveillance, shall and at the cost of the company, present themselves for such health surveillance as may be required.



14. Where employees are exposed to substances hazardous to health, they shall be provided with such information, instruction and training as necessary for them to know the risks to health, created by that exposure and the precautions that should be taken. This shall include results of any monitoring of exposure and on collective results of health surveillance.
15. Employees and their representatives should be involved in the process of assessments and informed of the outcome.

## Terminology

Substances hazardous to health – include any material, mixture or compound used at work or arising from work activities, which is hazardous in the form in which it occurs in the work activity. Categories specifically mentioned are:

- (a) Substances labelled as dangerous (very toxic, toxic, harmful corrosive, sensitising or irritant) under statutory provisions.
- (b) Substances assigned an OES (occupational exposure standard) or MEL (maximum exposure limit).
- (c) Biological agents
- (d) Dust of any kind, when present at a substantial concentration in air.
- (e) Any substance creating a comparable hazard.
- (f) Substances that have chronic or delayed effects, for example, substances that are carcinogenic, mutagenic or toxic for reproduction.

A substance should be regarded as hazardous to health if it is hazardous in the form in which it occurs in the work activity, whether or not its mode of causing injury to health is known, and whether or not the active constituent has been identified. Substances hazardous to health also include mixtures of compounds.