

# Catena

Inspection & Engineering Services Ltd  
**Lifting Solutions & Supplies**

[www.catenais.co.uk](http://www.catenais.co.uk)

# CHS003

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY



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### Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Accident, Near Miss & Dangerous Occurrences Reporting Policy
- Asbestos Policy
- First Aid Policy
- Fire Safety policy
- Investigations Policy
- Welding Policy

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Version	Date Approved	Publication Date	Approved by	Summary of Changes
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## INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) is committed to attaining the highest standards of quality in our working environments. Exposure to chemicals or other hazardous substances at work can put people's safety and/or health at risk. The law requires employers to reduce the risks to employees by controlling their exposure to hazardous substances in the workplace. Catena acknowledges that health and safety hazards may arise from exposure to chemicals and other hazardous substances in the workplace and as such intends to ensure that as much as reasonably practicable, any resultant risks are reduced to a minimum.

## OBJECTIVES

The objective of this procedure is to:

- To adhere to the Approved Code of Practice (ACOP) to the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) covering all substances to which the Regulations apply.
- Ensure that processes are in place within Catena to effectively manage the risks associated to substances hazardous to health and ensure any exposure to staff, visitors and others affected by Catena activities are kept to a minimum by outlining the preferred or recommended methods that can be used to comply with the Regulations and the accompanying guidance given in the 'Sources' section.

## SCOPE

This procedure applies to all substances hazardous to health except for the following:

- Asbestos has specific legislation and is covered by separate Catena procedures.
- Biological pathogens. These substances are not considered a relevant risk for Catena

All staff and contractors employed directly or via a third-party provider on behalf of Catena are required to adhere to this procedure.

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## DEFINITIONS

The term **Substances hazardous to health** encompasses a wide range of substances and preparations (mixtures of two or more substances) which have the potential to cause harm to health if they are ingested, inhaled, or are absorbed by, or come into contact with, the skin, or other body membranes.

Hazardous substances can occur in many forms, including solids, liquids, vapours, gases and fumes. They can also be simple asphyxiants or biological agents. A substance is considered as hazardous to health if it is hazardous in the form in which it may occur in the work activity. A substance hazardous to health need not be just a chemical compound; it can also include mixtures of compounds, micro-organisms or natural materials, such as wood dust or metal fumes.

## RESPONSIBILITIES

The **Company Director** has overall responsibility for health and safety within Catena and this includes the control of substances hazardous to health.

The **Company Director** is responsible for ensuring all proposed new materials are subjected to a COSHH risk assessment prior to being introduced within Catena and ensuring a flow of up to date information is provided for the completion of risk assessments and related Material Safety Data Sheet (MSDS).

The **Company Director** is responsible for overall implementation and monitoring of this procedure.

The **Company Director** is responsible for ensuring that risk assessments are undertaken in respect of activities that use, generate or entail coming into contact with hazardous substances as part of the annual risk assessment programme.

The **Manager** is required to undertake the following:

- Ensure staff under their control are made aware of any COSHH risk assessments, associated safety data sheets or other information relating to hazardous substances they may be exposed to in the course of their working activities.
- Ensure staff under their control receive information, instruction and training minimising the risks associated with hazardous substances they may be exposed to. This will include both proprietary materials such a cleaning fluid and substances they may be exposed to in the course of their work such as a chemical spill at a road traffic collision.

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- Ensure staff under their control use any personal protective equipment (PPE) provided for their use and deemed necessary by the relevant COSHH Risk Assessment.
- Ensure only substances approved for use by Catena are made available and used by staff within their control.
- Ensure all third parties such as contractors under their control affected by this procedure are made aware of its requirements.
- Report as an untoward incident or any ill health or disease suffered by an employee within their control which has originated as a result of their working activities.

All **staff** are responsible for:

- Only using materials within their work activities which have been approved by Catena.
- Using all personal protective equipment that has been provided for use when working with a hazardous substance.
- Ensuring when diluting any product, the diluted bottle is then labelled with the correct product label.

## COSHH INVENTORY

Catena will maintain a central list of all hazardous substances in regular use within the company.

This Inventory will be saved on the company hard drive within the relevant section of the Health and Safety folder.

Included within the inventory will be the COSHH risk assessment for the substance involved and where appropriate the associated material safety data sheet.

Only substances located within the inventory will be approved for use within Catena.

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## RISK ASSESSMENT

All activities that involve or may involve exposure to a hazardous substance will be assessed. Where elimination or substitution is not possible then appropriate measures will be taken to reduce or control the risk.

Risk assessments must be documented using the COSHH Risk Assessment Form, which can be found in the templates folder of the Health and Safety Toolkit.

Where appropriate specialist advice on precautions for specific substances or health surveillance will be obtained from the appropriate source.

## INFORMATION, INSTRUCTION AND TRAINING

Information relating to hazardous substances including safety data sheets are located on the company hard drive within the relevant section of the Health and Safety folder.

Managers with third parties under their control should ensure they are provided with the relevant safety data sheets and associated information prior to working on behalf of Catena.

Where appropriate certain staff will receive dedicated COSHH training to ensure they are provided with adequate information and training in relation to the risks associated with hazardous substances.

## CONSULTATION

All persons with specific responsibilities within this procedure have been given an opportunity to comment on its content prior to approval.

The procedure has also been discussed with staff for comments prior to approval.

## SOURCES

- Health and Safety Executive COSHH Toolkit (as at 01.08.2016)
- Control of Substances Hazardous to Health (Amendment) Regulations 2002

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## MONITORING COMPLIANCE AND EFFECTIVENESS OF THE PROCEDURE

The Company Director maintains the compliance and effectiveness of this Procedure through.

Evaluating all material products before they are introduced for use within Catena

Reviewing recurring/serious COSHH incidents that are reported

The COSHH inventory stored on the company computers being checked via Quality Audits

COSHH risk assessments within the Company's Risk Assessment Framework

The Provision of information and instructions via risk assessments, material safety data sheets and COSHH inventory – QE Audits

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