

1. Introduction

- 1.1 The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) require employers to prevent or reduce exposure to substances or material that may cause harm to the user or to the environment.
- 1.2 All businesses that use or store hazardous materials or substances are required to have a COSHH assessment in place for the safe handling of these materials, taking out the precautions to be in place before and after using it.
- 1.3 <<insert Company name>> ("the Company") will ensure that it meets its statutory obligations under the COSHH 2002, the Management of Health and Safety at Work Act 1999 and any other relevant legislation.

2. Aims of the Policy

- 2.1 This policy is intended to provide the values, principles and policies underpinning the approach to COSHH management. By implementing COSHH management, the organisation aims to protect staff and the environment from the risks of hazardous substances as far as is reasonably practicable.
- 2.2 Such 'hazardous substances' are defined as:
 - 2.2.1 substances classified as dangerous to health under the COSHH Regulations, including chemicals, gases, vapours, dusts, fumes, mists, liquids, solids, etc.
 - 2.2.2 substances classified as highly flammable, highly reactive, highly corrosive, etc.
 - 2.2.3 substances classified as highly toxic, etc.

3. The COSHH Policy

- 3.1 To comply with the COSHH Regulations, the Company will:
 - 3.1.1 Ensure that the risks from hazardous substances is minimised and adequate measures are taken to control these risks.
 - 3.1.2 Follow the COSHH assessment process:
 - 3.1.2.1 Avoidance of hazardous substances;
 - 3.1.2.2 Substitution of hazardous substances;
 - 3.1.2.3 Control of exposure (e.g. by use of local exhaust ventilation);
 - 3.1.2.4 Use of personal protective equipment (PPE);

S

- 3.1.2.5 Lin personnel exposed;
- 3.1.2.6 Re exposure;
- 3.1.2.7 Pro

A

- 3.1.3 Ensure that assessment is carried out for all work carried out that involves exposure to hazardous substances
- 3.1.4 A copy of the Material Safety Data Sheet (MSDS) will be held for every product identified as harmful. These will be obtained from the manufacturer.
- 3.1.5 <<Name / Position>> will ensure the MSDS to ensure they remain current, up to date and are available for review as reviewing the main COSHH assessments
- 3.1.6 Ensure that employees are exposed to hazardous substances receive adequate training and information and are issued with appropriate protective clothing or equipment.
- 3.1.7 Ensure that COSHH assessments are reviewed regularly and whenever there is a change in the work process that involves a hazardous substance.
- 3.1.8 All COSHH assessments will be reviewed and carried out. Completed COSHH assessments will be stored at the <<Local Office / Head Office / Site>>

M

- 3.2 <<Name / Position>> is responsible for ensuring that COSHH assessments are

P

4. Health Surveillance

- 4.1 In accordance with the Health and Safety at Work Regulations 1992, all employees provided with such health surveillance as is appropriate having regard to the risks to their health identified by the COSHH assessment.
- 4.2 The need for health surveillance will be assessed on a case by case basis.
- 4.3 All personal details of employees requiring health surveillance will be recorded.
- 4.4 All staff should be briefed on the company policy on COSHH as part of their induction programme.
- 4.5 All staff will be encouraged to report any health problems to their line manager if they feel that their health is being affected by their work.

L

F

5. Training

- 5.1 The Company will ensure that all employees expected to perform COSHH assessments as part of their job go through suitable training.
- 5.2 The Company will ensure that all employees are given suitable training in the storage and use of hazardous substances they will use in the course of their work.
- 5.3 The training will be given during normal working hours.
- 5.4 No substance will be used in the work process without employees being given adequate training.
- 5.5 <<insert job role>> will be responsible for keeping a record of any COSHH training.
- 5.6 COSHH training will include instructions on safe use and handling of hazardous substances to ensure that they are used according to the manufacturer's instructions and that employees fully understand these instructions.

6. PPE

- 6.1 The Company will ensure that all employees have access to appropriate PPE for exposure to/contact with hazardous substances at all workstations, and that all employees are trained in its use.
- 6.2 <<Insert Name / Job Role>> will be responsible for ensuring that an adequate supply of PPE is available at all times.

7. Incidents and emergencies

- 7.1 The Company will ensure that all employees receive training on emergency procedures relating to accidental exposure to hazardous substances.
- 7.2 A fully stocked first aid kit will be available at all times wherever hazardous substances are used.
- 7.3 The personnel responsible for dealing with accidents and emergencies will be trained and based at appropriate locations and each employee will be encouraged to familiarise themselves with this information.
- 7.4 The management will ensure that all employees are immediately aware of any hazardous substances incident.

8. Storage

- 8.1 The Company will ensure that all hazardous substances are stored in suitable containers (lockable where appropriate) and that the storage is secure and accessible to the business.

SAMPLE