

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/SOP/004
Implementation Date	03.12.2018
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SAFE OPERATING PROCEDURE FOR HAZARDOUS CHEMICALS



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**SAFE OPERATING PROCEDURE FOR HAZARDOUS
CHEMICALS**

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1. PURPOSE

The purpose of this procedure is to ensure that:

Safety, health and environmental risks associated with hazardous chemicals and substances are identified and managed.

Controls over the use, storage and purchase of all hazardous chemicals and substances are implemented.

2. SCOPE

This procedure applies to office areas, work areas and all sub-contractors / service providers.

3. RESPONSIBILITIES

Departmental Managers are responsible for ensuring that the requirements listed are adhered to in their areas of responsibility.




Departmental managers are responsible for ensuring staff under their control is trained in the use and hazards of all substances.

Departmental managers, assisted by the HSE Representative, will be responsible to obtain the necessary MSDS for substances and chemicals in use from suppliers. Departmental managers will be responsible to update the list on a regular basis, and obtain MSDS as required.

It is the responsibility of the Hazardous Substance co-ordinator to ensure that the departments are supplied with the necessary blank alphabetical list to be used to document all chemicals and substances in use in departments.





It is the responsibility of an accredited Occupational health service provider to ensure that health risk assessments, in liaison with the HR department and user are conducted and are available. Where necessary, a medical surveillance program must be instituted.

4. PPE REQUIREMENTS

Gloves	
Hard hat	
Safety shoes	

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Safety goggles	
Overall	
Dust mask	
Ear Protection (Depending on area)	

5. GENERAL

HAZARDOUS SUBSTANCE

The hazard associated with a substance is defined as the likelihood that it will cause injury/illness in a given environment or situation. The potential degree of severity of the hazard is determined by its toxicity, reactive potential and or its fire potential and explosive properties.

DESIGNATED

Means that it is in writing and assign to a specific individual.

TOXIC

Poisonous, has the potential to kill cells.

PERSISTENT

It has the tendency to remain instead of falling away in the normal manner. In this instance the tendency to remain in the environment instead of degrading.

6. PROCEDURE

APPOINTMENTS

A person will be appointed to co-ordinate and control hazardous substances (Hazardous substances co-ordinator).

IMPLEMENTATION

The relevant departmental managers shall maintain an alphabetical list of all substances, authorised for use in their department.

An alphabetical list of all hazardous substances will be updated on a regular basis, and copies kept in the user department. Copies must also be kept in all first aid boxes in the department.

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The Hazardous substance co-ordinator must ensure that copies of MSDS's of all substances in use at the depot are made available to the clinic and security department.

Any purchases of new chemicals will be cleared with the hazardous substance co-ordinator or departmental manager prior to purchase.

All personnel working with these substances shall be trained in the correct usage thereof, the dangers of the substance, the health risk pertaining to the substance and the first aid training requirements in respect of the substance.

To guard against fire, all flammable liquids will be placed into the flammable cupboard/store after use.

MSDS sheets must be made available to customers, and emergency service providers (i.e. Fire department, hospitals etc.) where necessary.

All classified poisonous chemicals, i.e. phostoxin to be stored in the poison cupboard, which must be kept, locked and the key held by the responsible person.

A register of all poisons shall be maintained.

All containers containing chemicals and substances, including the Occupational Health Service to be clearly labelled.

REDUCTION OF TOXIC/PERSISTENT SUBSTANCES

A study to determine the possible reduction of potential toxic substances will be undertaken. The hazardous substance co-ordinator will be responsible for the study.

7. REFERENCE

Occupational Health & Safety Act (85 of 1993) and regulations as amended
General Safety Regulations

8. SUPPORTING DOCUMENTS

Baseline Risk Assessment