

[Organization logo]

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STANDARD OPERATING PROCEDURE FOR CHEMICAL HAZARDS

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Commented [45A2]: Adapt to the existing practice in organization.

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Change history

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Table of contents

1. PURPOSE, SCOPE AND USERS	3
2. REFERENCE DOCUMENTS	3
3. IDENTIFICATION OF CHEMICAL HAZARDS.....	3
4. SAFETY MEASURES FROM CHEMICAL HAZARDS	3
4.1. MEASURES FOR RISK REDUCING	3
4.2. MEASURES IN CASE OF AN INCIDENT	4

1. Purpose, scope and users

The purpose of this document is to define measures of protection from identified chemical hazards.

This document applies to all work places and activities in the work environment of [organization name] where concentration of chemical hazards is above the limits prescribed by national legislation.

Users of this document are all employees in a work environment with a concentration of chemical hazards above limits prescribed by [organization name].

2. Reference documents

- ISO 45001:2018 standard, clause 8.1
- OH&S Manual
- OH&S Policy
- OH&S Objectives
- Procedure for Addressing Risks and Opportunities and OH&S Hazards
- Procedure for Operational Control
- Procedures for Preparedness and Emergency Response
- List of Legal and Other Requirements
- Procedure for Incident Investigation

3. Identification of chemical hazards

The [Job title] responsible for risk assessment is obliged to measure the concentration of chemical

hazards in the work environment. The organization shall ensure that sufficient resources are available for this purpose.

Typical chemical hazards include, but are not limited to:

- [Redacted]
- [Redacted]
- [Redacted]

4. Safety measures from chemical hazards

Risk of exposure to chemical hazards can be prevented by replacing harmful chemical materials with

[Redacted]

4.1. Measures for risk reducing

Commented [45A4]: The consequences of hazards are manifested after a long period of time. The consequences of hazards are manifested at the time of happenings.

Commented [45A5]: Person responsible for OH&S.

[organization name]

[Job title] must ensure that the following actions are executed:

- Selection of suitable technical solutions, process equipment, and technical protective measures which avoid or reduce to a minimum the release of harmful chemical substances;
- Using substances, when the work with hazardous chemicals;
- Providing guidelines for the use of hazardous substances, and that all hazardous chemical substances are appropriately marked;
- Proper handling of all hazardous chemical substances;
- Separation of hazardous chemicals from work areas;
- Concentration of hazardous substances must be measured and controlled;
- Application of collective protection measures at the place of origin, such as adequate ventilation of all work areas where the concentration of chemical substances exceeds the maximum permissible concentration (especially when it comes to dyeing, varnishing, spraying, coating), and monitoring and regular cleaning of the ventilation system in order to ensure lower efficiency of the system;
- Application of individual protection measures, including personal protection devices at work;
- Adequate information and training of workers for safe operation with chemical substances;
- Organizational measures for reducing the exposure to harmful chemical substances: limiting the duration of exposure with adequate periods of rest, rotating workers, avoiding etc.;
- Health protection measures, guidelines, periods, and regular examinations;
- Training of employees about the risk arising from hazardous chemicals used in working activities with these substances.

All safety measures must be specifically adapted to the needs of workers belonging to particularly sensitive and/or high risk groups.

4.2. Measures in case of an incident

In order to return to normal conditions, [job title] is obliged to:

- Implement appropriate measures to remedy the occurred situation as soon as possible;
- Report such a situation once an other measures within the work have been exhausted and are required to work in the affected area.

[Job title] is obliged to provide adequate resources and personal protective equipment at work, as well as other special safety equipment for employees who are obliged to work in the affected area. Employees are required to use the work and personal protective equipment such as safety devices.

Persons who are not protected by appropriate means and equipment for personal protection, or who do not use other special safety equipment must not be in the affected area.

In case of an incident, job title performs incident investigation according to the Procedure for Incident Investigation.