

[Organization logo]

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## STANDARD OPERATING PROCEDURE FOR CHEMICAL HAZARDS

Code:

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

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### Change history

Date	Version	Created by	Description of change
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## 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 [Emergency Preparedness and Response](#)
- List of Legal and Other Requirements
- Procedure for Incident Investigation

**Deleted:** <#>OHSAS 18001 standard, clause 4.4.6

**Deleted:** and Programs

**Deleted:** Risk Assessment and Hazard Identification

**Deleted:** Emergency

## 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. If [organization name] doesn't have calibrated measuring equipment, [job title] will hire an external licensed organization for that purpose.

**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.

Typical chemical hazards include, but are not limited to:

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## 4. Safety measures from chemical hazards

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

### 4.1. Measures for risk reducing

[organization name]

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

- Selection of suitable technical solutions, process equipment, and technical protection measures which need to be used to minimize the release of hazardous chemical substances;
- Using containers which are used 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 flammable chemicals from each other;
- Concentration of hazardous substances must be reduced and controlled;
- Application of collective protection measures at the place of origin, such as adequate ventilation or all work places where the concentration of chemical substances exceeds the maximum permissible concentration (especially when it comes to heating, venting, drying, cooling, and condensing and vapor cleaning of the ventilation system in order to ensure better 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;
- Engineering measures for reducing the exposure to hazardous chemical substances, limiting the duration of exposure with adequate periods of rest, rotating workers, etc.;
- Health protection measures, procedures, permits, and regular examinations;
- Training of employees about the safe storage of hazardous chemicals and on working safely with these substances.

All utilized measures must be specifically adjusted 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 control the accident situation as soon as possible;
- Report such an affected area or other emergency actions to only those employees who 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 allowed to work in the affected area. Employees are required to use the tools and personal protective equipment such as safety devices.

Workers 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.