

[Organization logo]

[Organization name]

Commented [14A1]: All fields in this document marked by square brackets [] must be filled in.

GUIDELINE FOR HAZARDOUS SUBSTANCES MANAGEMENT

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [14A2]: Adapt to the existing practice in organization.

Distribution list

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Commented [14A3]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Change history

Date	Version	Created by	Description of change
	0.1	14001Academy	Basic document outline

Table of contents

1. PURPOSE, SCOPE AND USERS	3
2. REFERENCE DOCUMENTS	3
3. HAZARDOUS SUBSTANCES MANAGEMENT	3
3.1. INFORMATION TO BE PROVIDED BY SUPPLIER	3
3.2. INFORMATION TO BE PROVIDED AT THE PLACE OF WORK	3
3.2.1. <i>Incompatible substances</i>	4
3.2.2. <i>Substances hazardous to health in enclosed systems</i>	4
3.2.3. <i>Unlabeled containers</i>	4
3.3. HAZARDOUS SUBSTANCES STORAGE AND HANDLING	4
3.3.1. <i>Storage facility</i>	4
3.3.2. <i>Personal protective equipment (PPE)</i>	4
3.4. HAZARDOUS SUBSTANCES TRANSPORTATION	5
3.5. TRAINING	5
4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT	5

1. Purpose, scope and users

The purpose of this document is to define the process of labeling and handling of hazardous substances provided by external organizations.

This document applies to all activities and processes of [organization name] in which substances hazardous to health are used or produced.

Users of this document are all employees of [organization name] with potential exposure to substances hazardous to health.

2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Environmental Aspects
- Procedure for Operational Control of Significant Environmental Aspects
- List of Interested Parties, Legal and Other Requirements

3. Hazardous substances management

3.1. Information to be provided by supplier

[Job title] must ensure that the supplier provides the necessary information in the proper form. Suppliers should have available material safety data sheets (MSDS) for all hazardous substances they supply.

The supplier of hazardous substances shall provide the information needed to allow the safe handling of hazardous substances used at work. The MSDS for a substance should include the following relevant health hazard information, precautions for use and safe handling, disposal and emergency response information.

Suppliers should ensure that any container supplied for use in a place of work carries sufficient

3.2. Information to be provided at the place of work

[job title] has the responsibility to ensure that employees are provided with information on substances that are hazardous to health in a form they are likely to understand. As well as making

[organization name]

[job title] is responsible to ensure that all containers of hazardous substances used or handled in a place of work are labeled to allow the substances to be used safely.

3.2.1. *Incompatible substances*

The selection of the container and the information on the label should be designed to minimize the risk of inadvertently mixing incompatible substances.

3.2.2. *Substances hazardous to health in enclosed systems*

[Redacted text]

3.2.3. *Unlabeled containers*

If an employee finds a container that does not have a label or is improperly labeled, he/she must notify [job title], who will correctly label the container. If the contents are unknown, [job title] will

[Redacted text]

[job title] should make all other relevant information regarding hazardous substances available to employees. This may include information on the hazardous substances over and above that

[Redacted text]

3.3. **Hazardous substances storage and handling**

[job title] is responsible for appropriate storage of hazardous substances, according to MSDS provided by the supplier and aligned with local legal requirements.

3.3.1. *Storage facility*

[job title] will ensure that storage facilities meet the following criteria:

- The volume of hazardous substances will be minimized,
- The hazardous substances won't be kept longer than 365 days in amounts that exceed 10 tons
- [Redacted text]
- [Redacted text]
- Access to the storage will be limited to employees instructed with respect to normal and emergency procedures
- The storage shall bear signs indicating that hazardous substances are in it
- [Redacted text]

Commented [14A4]: Adapt to local legal requirements.

3.3.2. *Personal protective equipment (PPE)*

[job title] ensures that employees wear personal protective equipment when necessary.

[organization name]

The use of personal protective equipment should be limited to situations where other control protection. Situations where the use of suitable personal protective equipment may be necessary include:

- Where all practicable steps have been taken, but adequate control has not been achieved by other means. Suitable personal protective equipment may be necessary to secure adequate control;
- During routine maintenance operations where the infrequency and small number of people involved may make other control measures impracticable.

Where personal protective equipment is used, [job title] ensures that it is:

- Readily available;
- Checked before use;
- Appropriately maintained

3.4. Hazardous substances transportation

[job title] is responsible for ensuring that transportation of hazardous substances is performed according to [Hazardous Material Regulation (HMR)]. The [HMR] applies to each person who

marking and labeling packages; preparing shipping papers; handling, loading, securing and segregating packages within a transport vehicle, freight container or cargo hold; and transporting

Commented [14A5]: Write in the name of local legislation.

Commented [14A6]: Write in the name of local legislation.

3.5. Training

Before any employee performs a function subject to the [HMR], [job title] will provide initial training to that person in the performance of that function. If a new regulation is adopted, or an existing

4. Managing records kept on the basis of this document

Record name	Code	Storage	Responsibility
-------------	------	---------	----------------

[organization name]

		Retention time	Location	
MSDS		2 years	[office of [job title]]	[job title]

Commented [14A7]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access records.