

Aird Walker & Ralston Ltd.

Registered Electrical Engineers

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COSHH Assessment Procedure

General Statement of Intent

Aird Walker & Ralston Ltd recognises and accepts its legal obligations regards to the proper management of all aspects of its business activities and has generated a standard COSHH Assessment form for substances used by the company to safe guard all personnel who will be affected by the substances used in works being carried out by the company, the form will never change so long as the specific substances contents do not change. All substances used by the company will have its own COSHH Assessment carried out before any personnel use it. The COSHH Assessment form will be assessed on a substance-to-substance basis and will be annually re-assessed forming a group of standard documents.

Control of Substances Hazardous to Health (COSHH) Assessment Procedure

1. This procedure is based upon the HSE's guide "EIGHT STEPS TO COSHH ASSESSMENT" designed to help assess risks and controls of substances hazardous to health in the workplace. Aird Walker & Ralston Ltd. has developed a format, which is used to produce a COSHH assessment. A copy of the pro-forma copy of the form is attached at the end of the general procedure.
2. Using chemicals or other hazardous substances at work can put people's health at risk. Therefore, law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). The aim is to make sure that no one gets hurt or becomes ill whilst working with such substances. Effects from hazardous substances range from mild eye irritation to chronic lung disease or on occasions death. This may result in lost productivity to the business, leave business liable to enforcement action, including prosecution under the COSHH regulations, result in civil claims from company employee's.
3. Under COSHH there are a range of substances classified as dangerous to health, these substances under the Chemicals Hazard Information and packaging for Supply Regulations 2002 (CHIP) can be identified by their warning label and the supplier must provide a safety data sheet (SDS) for them. For the vast majority of commercial substances, the presence of a warning label will indicate whether COSHH is relevant. For example, there is no warning label on ordinary household washing-up liquid, so if it's used at work you do not have to worry about COSHH; but there is a warning label on household bleach, and so COSHH does apply to its use in the work place.
4. It is important to read, understand and follow the information on the Safety Data Sheet provided by the supplier of the hazardous substance. These safety data sheets provided by the supplier provide the majority of the information used in the company's COSHH assessments and should be attached to each COSHH assessment for information purposes.
5. All Substances Hazardous to health will be stored as recommended in the safety data sheets provided by the suppliers and kept in designated areas such as the store and the workshop.
6. A COSHH register must be maintained for all incoming hazardous substances purchased by the company for use in work activities by employees, this register includes the following information;
 - Date and identification of any substance brought in to workplace for use by employees.
 - Storage requirements for the substance including the substances used by date.
 - Date and signature by whom the COSHH assessment for the substance was completed.
 - Date and method of disposal of any substance, which is passed it's used by date or is no longer required.



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7. A COSHH register must be maintained for all outgoing hazardous substances that have been issued to employees to use in work activities; this is to include the following information.
 - Date and signature by whom the substance has been issued to, this verifies that they have been instructed and understand the information in the COSHH assessment as to the use of the hazardous substance.
 - Date and signature by the supervisor who issued the substance to the employee, this insures that the employee receiving the product has been instructed and has understood the information in the COSHH assessment as to the use of the hazardous substance.
 - Date and signatures of both the employee using the substance and the supervisor who issued the substance as to the date that the substance was returned to the stores.
8. A project specific COSHH register must be maintained throughout the live of an individual project / contract as part of the Construction Phase Health & Safety Plan to ensure that construction materials and substances have been assessed for suitability and relative information on the substance is available to all employees in the work place. This register is to include the following information.
 - COSHH assessment document number, description, and name of person who completed the assessment, who issued the substance and who is in charge of the substance whilst being used.
 - Copy of the COSHH assessment its self.
 - Copy of the Hazardous Substance Safety Data Sheet.

STEP 1 ASSESS THE RISKS

Decide whether there is a problem with the substance(s), your company is using, or those to which your employees are incidentally exposed. This is called the risk assessment, you must;

Identify the hazardous substance(s) present in your work place or is required in a work activity.

Remember to think about substances which have been supplied to you and those produced by work activities, for example fuels, oils, aerosols, paints, varnishes, cleaning products, fumes, vapours, dust etc.

Consider the risks these substance(s) present to people's health.

Assessing the risk involves making a judgment on how likely it is that a hazardous substance will affect someone's health.

- You need to ask yourself how much of the substance is in use or is produced by the work activity and how can people be exposed to it?
- Who could be exposed to the substance and how often?
- The possibility of the substance being absorbed through the skin or swallowed from contaminated hand whilst smoking or eating?
- How by using these substances whilst working away from their home base may affect personnel's health?

STEP 2 DECIDE WHAT PRECAUTIONS ARE NEEDED

If you identify significant risks, decide on the action you need to take to remove or reduce them to acceptable low levels.

- Good working practices, standards and training of personnel will reduce these risks.
- Following the information on the suppliers safety data sheets for the hazardous substance(s) recommendations are given on the storage, use and disposal of the product.

STEP 3 PREVENT OR ADEQUATELY CONTROL EXPOSURE.

The COSHH regulations require employers to prevent employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then you must adequately control it. You may take a judgment and take the following actions;

- Change the process or activity so as hazardous substance is not needed or generated.
- Replace it with a safer alternative product.
- Use the substance in a safer form. (e.g. paint as opposed to aerosols and pellets as opposed to powder)
- Use appropriate work processes, systems and engineering controls. (e.g. provide suitable work equipment and materials, minimize the quantities of substance used)



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- Control exposure at source. (e.g. local exhaust ventilation, and reduce to a minimum the number of employees exposed, the level and duration of their exposure, and the quantity of hazardous substances used, produced and stored in the work place)
- Provide personal protective equipment (e.g. goggles, face masks, gloves, aprons, protective clothing) but only as a last resort and never as a replacement for other control measures, which are required.

STEPS 4 ENSURE THAT CONTROL MEASURES ARE USED AND MAINTAINED.

Using the controls. COSHH requires your employees to make proper use of the control measures and to report defects. It is the companies' responsibility to take all reasonable steps to ensure that they do so. This is why you must give employees suitable training, information and appropriate supervision.

COSHH places specific duties on you to ensure that controls are kept in efficient working order and good repair. Engineering controls and protective equipment such as exhaust ventilation equipment have to be examined and where appropriate, tested at suitable intervals, and findings recorded in a register and retained for at least 5 years.

STEP 5 MONITOR EXPOSURE.

Under COSHH, you have to measure the concentration of hazardous substances in the air breathed in by workers where your assessment concludes that;

- There could be serious risks to health if control measures failed or deteriorated.
- Exposure limits might be exceeded.
- Control measures might not be working properly.

This would not be required should there be an audible maintained alarm system in place which sounds should it detect any hazardous substances in the air.

STEPS 6 CARRY OUT APPROPRIATE HEALTH SURVEILLANCE.

COSHH requires companies to carry out health surveillance in the following circumstances;

- Where an employee is exposed to one of the substances listed in schedule 5 COSHH and is working in one of the related processes, it is very unlikely that any listed will apply to the construction industry.
- Where employees are exposed to a substance linked to a particular disease or adverse health effect and there is reasonable likelihood under the conditions of the work of that disease or effect occurring.

STEPS 7 PREPARE PLANS AND PROCEDURES TO DEAL WITH ACCIDENTS, INCIDENTS AND EMERGENCIES.

This applies where the work activity gives rise to a risk of an accident, incident or emergency involving exposure to a hazardous substance, which goes well beyond the risks associated with normal day-to-day work.

In such circumstances, you must plan your response to an emergency involving hazardous substances before it happens. That means preparing procedures and setting up warning and communication systems to enable an appropriate response immediately any incident occurs, and ensure that information on the substance (substance safety data sheet) and on your emergency arrangements is available to those who need to see it including the emergency services.

If an accident, incident or emergency occurs you must ensure that immediate steps are taken to minimize the harmful effects, restore the situation to normal and inform employees who may be affected.

You do not have to introduce these emergency procedures if;

- The quantities of the substance hazardous to health present in your workplace are such that they present only a slight risk to your employee's health.
- The measures put in step 3 of the COSHH assessment are sufficient to control the risk.



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STEPS 8 ENSURE EMPLOYEES ARE PROPERLY INFORMED, TRAINED AND SUPERVISED.

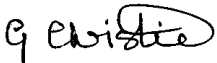
COSHH requires the company to provide employees with suitable and sufficient information, instruction and training which should include the following;

- The names of the substance they work with or exposed to and the risks created by such exposure, and access to any safety data sheets that apply to those substances.
- The main findings of the substance COSHH assessment.
- The precautions they should take to protect themselves and other employees.
- How to use the personal protective equipment and clothing provided.
- Results of any exposure monitoring and health surveillance.
- Emergency procedures, which need to be followed.

Employers must ensure that employees understand the risks from the hazardous substances they could be exposed. The control measures will not be fully effective if your employees do not know their purpose, how to use them properly, or the importance of reporting fault or incidents.

Employees must ensure that they understand the risks from the hazardous substances they could be working with or exposed to as well as following the control measures and emergency procedures put in place to safeguard their own health and that of others.

Signed



Gordon Christie
(Managing Director)
On behalf of Aird Walker & Ralston Ltd

Date: 01-07-2016 Review Date: 01-07-2017



Managing Director: G.Christie