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|  **All Sites Chemicals On Site**  | Procedure No.009 |
| Amendment No  | Action  | Review Date  |
| 02 | First Issue  | January 2023 |
| 1. | SCOPE : CHEMICALS ON SITE |
| 2. | PROCEDURE DETAIL:PURPOSE: To ensure the products purchased for site have been COSHH checked and how to handle and deal with these products.  |
| 2.1 | Purchasing Substances Hazardous to Health When ordering any product, the requires a COSHH assessment i.e. paints, adhesives, oils, cleaning fluids etc, you should firstly ensure that a COSHH assessment has been carried out on the substance. If no assessment has been carried out on the substance, then prior to ordering a COSHH sheet should be obtained from the supplier and a COSHH assessment sheet carried out, only then should the substance be ordered. If an assessment has been carried out you should ensure that the tasks the substance has been assessed on are the tasks in which it is to be used, if this is not the case then a further assessment should be carried out. A list of approved suppliers is available from the NRS office, check the list for all product to ensure the product that you will be ordering is on the list. If it is not, then the product MUST NOT be purchased without permission from site management.  |
| 2.2 | Only chemicals approved by the site manager must be kept on site, with an up-to-date inventory maintained in the office.The site manager must ensure that all relevant COSHH data sheets are available for chemicals on site, with COSHH assessments available for substances used. All chemicals must be stored in a suitable, sealable container and clearly labelled. Small quantities of chemicals must be kept in the designated storage area, preferably in bund trays if applicable. Bulk chemicals must be kept within a bunded tank or bunded wall, which shall be inspected regularly. Strict housekeeping standards must be maintained when handling chemicals and any spills must be cleaned up immediately, following the instructions on the relevant product data sheet. Surplus or waste chemicals must be disposed of only in accordance with the manufacturer’s recommendations. Waste chemicals must be removed from site by registered carriers only strictly in accordance with the Duty of Care. NO CHEMICALS are to be flushed down drains, sinks or foul drains anywhere on site. Emergency spill kits are available for minor spillages at storage points. Full PPE must be worn when handling chemicals – Hi Vis clothing, Hardhat, Safety footwear, suitable gloves and eye protection.   |

**DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO**

I Authorised by Site Manger/ Director I I Date