

## PURPOSE

The purpose of this procedure is to ensure that all risks associated with the storage, use and disposal of Chemicals at EIT are controlled and managed in accordance with the [Health and Safety at Work \(Hazardous Substances\) Regulations 2017 \(the Regulations\)](#) [link].

This procedure applies to all members of the EIT community including staff, students, and contractors.

## DEFINITIONS

<b>Certified Handler</b>	<p>A certified handler is someone who has been certified to handle very hazardous substances. A certified handler certificate is required when handling the following substances:</p> <ul style="list-style-type: none"> <li>• All class 1 substances e.g. explosives (except those listed or handled in the circumstances described in Regulation 9.3(2) to (6)).</li> <li>• If you handle acutely toxic (class 6.1A and 6.1B) substances fumigants and any 6.1 substances that requires a controlled substance licence or specified in safe work Instrument (SWI).</li> </ul> <p>Certified handler compliance certificates are issued by compliance certifiers and are valid for five years. Before being certified as a certified handler at a workplace a person must know and be able to describe all matters in Regulation 4.3 (1). The compliance certifier will tell you what they need from you before they can issue the compliance certificate.</p>
<b>Emergency Response Plan</b>	<p>An Emergency Response Plan is a legal requirement if you store hazardous substances over a trigger quantity. The <a href="#">HSNO Calculator</a> [link] will advise you if it triggers this requirement or not.</p>
<b>Hazardous Substances</b>	<p>Any substance with 1 or more of the following intrinsic properties:</p> <ul style="list-style-type: none"> <li>(i) explosiveness</li> <li>(ii) flammability</li> <li>(iii) a capacity to oxidise</li> <li>(iv) corrosiveness</li> <li>(v) toxicity (including chronic toxicity)</li> <li>(vi) ecotoxicity, with or without bioaccumulation</li> </ul> <p>For a full definition see section 2(1) of the <a href="#">Hazardous Substances and New Organisms Act 1996</a> [link]</p>
<b>Hazardous Waste</b>	<ul style="list-style-type: none"> <li>(a) Generated by a manufacturing or other industrial process; and</li> <li>(b) Reasonably likely to be or contain a substance that meets one or more of the Hazardous Substance criteria</li> </ul>

<b>Location Compliance Certificate</b>	<p>You may require a location compliance certificate if you store or use explosive, flammable, oxidising, toxic or corrosive substances and the quantity exceeds the trigger quantities.</p> <p>For example, a hazardous substance location exists where you hold more than:</p> <ul style="list-style-type: none"> <li>• 100 kg of LPG or</li> <li>• 50 litres of petrol</li> <li>• Class 6 and 8 hazardous substances - New requirement come in force 1 June 2019 and 1 Dec 2019</li> </ul>
<b>Non-Hazardous Substances</b>	Any other workplace chemical that is stored or used that does not meet the criteria of Hazardous Substance
<b>Safety Data Sheet (SDS)</b>	These record key information about hazardous substances, e.g. its properties, how to store it, what personal protective equipment is needed, and first aid information.
<b>Supervision Training of workers</b>	Every worker who uses, handles, manufactures, or stores a hazardous substance (including hazardous waste) is, before the worker is allowed to carry out or supervise work involving those substances, provided with information in accordance with Regulation 4.5 (1-3)

## PROCEDURE

<b>Step</b>	<b>Person Responsible</b>	<b>Evidence</b>
<p><b>1. Identify all substances in the workplace</b></p> <p>1.1 Identify all substances used, handled, manufactured or stored, including hazardous waste. Examples of where substances may be found include; cleaning cupboards, kitchens, workshops, fuel shed.</p>	Manager or delegate	
<p><b>2. Collate Safety Data Sheets (SDS)</b></p> <p>2.1 Obtain a current, compliant, New Zealand based SDS from the supplier for each chemical.</p> <p>2.2 Determine if the substance is hazardous or non-hazardous using the SDS. The SDS must specify this. Note: The sheet must be easily accessible to workers, emergency services, or anyone else who is likely to be exposed to it.</p>	Manager or delegate	SDS for all hazardous substances
<p><b>3. Conduct a Risk Assessment</b></p> <p>3.1 Review the substances in the work area and consider; are they required? Or can they be substituted with a safer product? If they are not required – ensure disposal is as determined by the SDS. EIT’s H,S &amp;W risk matrix is available to assist with the risk assessment. Please refer to Hazard Identification Procedure PS120-5.</p> <p>3.2 For any hazardous substances that remain after this assessment, ensure that appropriate controls are in place as</p>	Manager	File note

<p>set out in the regulations. The Worksafe’s HSNO Calculator can be used to determine the controls required.</p> <p>3.3 Consider worker exposure to these substances. Measures must be introduced to eliminate risks. If a risk cannot be eliminated, then it must be minimised.</p> <p>3.4 The School/Section covers the cost of implementing any controls.</p>		
<p><b>4. Add Substances to the EIT Inventory</b></p> <p>4.1 Visit the Health, Safety and Wellbeing section on StaffNet. Locate the inventory and add all substance details which remain after the risk assessment. The SDS and HSNO Calculator will help managers complete the required fields.</p> <p>4.2 If the substance is not considered hazardous it should not be included in the inventory. If managers decide to include a non-hazardous substances in the inventory for stocktake purposes, the HSNO, HSR, UN, or CSR number is not required.</p>	<p>Manager or delegate</p>	<p>Completed inventory</p>
<p><b>5. Update the Workplace Hazard Register</b></p> <p>5.1 Record the presence of hazardous substances in the Hazard register and where workers can access the hazardous substance information.</p> <p>5.2 Controls are recorded in the Hazardous Substance Inventory, therefore an additional record in the hazard register is not required.</p>	<p>Manager or delegate</p>	<p>Completed hazard register with Hazardous substances included in register</p>
<p><b>6. Information and Training</b></p> <p>6.1 Ensure that any worker that will handle or be exposed to hazardous substances receives appropriate information and training.</p> <p>6.2 Identify requirement for Certified Handlers based on trigger hazard classification and trigger quantities.</p>	<p>Manager</p>	<p>Induction checklist, File note, Standard Operating Procedure, and/or Training record</p>
<p><b>7. Prepare for Emergencies</b></p> <p>7.1 Consider what workers will do if something goes wrong. e.g.:</p> <ul style="list-style-type: none"> <li>I. Someone is poisoned or burnt – what is required? Who do workers call?</li> <li>II. A fire breaks out – can the inventory be accessed? Do wardens in the areas know where they are stored?</li> <li>III. There is a leak or spill – what do you do? Is there a spill kit? Is it the correct spill kit? If you are not there, do others know how to use it?</li> </ul> <p>7.2 Develop and implement a documented <u>Emergency Response Plan (ERP)</u> <a href="#">[link]</a>, if required, based on hazard classification and trigger quantities.</p>	<p>Manager</p>	<p>Emergency Response Plan</p>

<p>7.3 Keep a copy of the Emergency Response Plan in a location that is easily accessible should an emergency happen. You also need to send a copy to the H&amp;S Section</p> <p>Communicate this information with those working with and near the hazardous substance</p>		
<p><b>8. Labelling</b></p> <p>8.1 Manufacturers and suppliers must correctly label their products. Ensure that a label is present, stays fixed to the container and can be read.</p> <p>8.2 If you transfer a hazardous substance into another container from its original container, you must make sure it's labelled correctly.</p> <p>8.3 The chemical name, hazard pictogram and hazard statement must be on the new (decanted) container. This only applies to containers 40L or less otherwise they have to have the manufacturer or importer label and that the label is maintained in a legible condition.</p> <p>8.2</p>	<p>Manager or delegate</p>	<p>Correct Labels on Hazardous Substances</p>
<p><b>9. Signage</b></p> <p>9.1 If a hazardous substance is located in a building at a workplace, but is not confined to a particular room or compartment within the building signage must be positioned at every vehicular and pedestrian entrance to the building and the land on which the building is located.</p> <p>9.2 If hazardous substances are located in a particular room or compartment within the building signage is positioned at each entrance to the room or compartment.</p> <p>9.3 If hazardous substances are located in an outdoor area signage is positioned immediately next to that area.</p> <p>9.3 Signs must be clearly visible and let people know:</p> <ol style="list-style-type: none"> <li>I. Hazardous substances are present</li> <li>II. The general type of hazard</li> <li>III. What to do in an emergency</li> </ol>	<p>Manager or delegate</p>	<p>Correct signage in place for all to see including emergency services</p>
<p><b>10. Storage</b></p> <p>10.1 Store only what is needed and use regularly.</p> <p>10.2 Make sure incompatible substances are kept separate.</p> <p>10.3 Use containers appropriate for the substance</p> <p>10.4 Depending on the amount and type of hazardous substance on site, special storage cabinets and a location compliance certificate may be required.</p>	<p>Manager or delegate</p>	<p>Appropriate storage for the Hazardous substances you store</p>
<p><b>11. Hazardous waste</b></p> <p>11.1 Hazardous waste should be treated in the same way as any substance with similar hazards. This includes:</p> <ol style="list-style-type: none"> <li>I. recording it in your inventory</li> <li>II. correctly storing and labelling it</li> </ol>	<p>Manager or delegate</p>	<p>Inventory Label</p>

<p>III. making sure staff working with it have the knowledge, experience and supervision to do so safely</p> <p>IV. disposing of it appropriately</p>		
<p><b>12. Provide personal protective equipment (PPE)</b></p> <p>12.1 Ensure that workers have suitable protective clothing and equipment when handling hazardous substances. This is determined by the Safety Data Sheet</p> <p>12.2 Ensure that all workers know how to correctly use it, store it, maintain it and is the correct size.</p> <p>12.3 PPE is the last option. Other options should be investigated before PPE is used as the only control. E.g. local exhaust ventilation, substitution.</p>	<p>Manager or delegate</p>	<p>Correct PPE for the use of the Hazardous substance</p>
<p><b>13. More information</b></p> <p>Please refer to the hazardous substance guide on the WorkSafe NZ website for more information about any of the above steps.</p> <p><a href="https://worksafe.govt.nz/topic-and-industry/hazardous-substances/">https://worksafe.govt.nz/topic-and-industry/hazardous-substances/</a></p>		

<b>Document information – Office use only</b>	
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<b>Related Items</b>	<p><a href="#">Click here</a> for Related Documents (available only in TeMahau)</p> <p>Also</p> <p>PS120-5 Hazard Identification - Procedure</p> <p>PS110-6 Chemical Spill Emergency - Procedure</p>
<b>Version history</b>	<p>New format May 2018</p> <p>Review in line with the Health and Safety at Work (Hazardous Substances) Regulations 2017.</p> <p>Migrated format March 2023</p>