



• Management of Substances Hazardous to Health (COSHH) Policy and Procedure

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|----------------------|-----------------|

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|----------------------------|----------------------|
| Implementation date | December 2005 |
| Version Number | 1.9 |

| Linked documents | |
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| Reference No: | Name. |
| P22:2004 | Health and Safety Policy and Procedure |

| Suitable for Publication | |
|---------------------------------|------------|
| Policy Section | Yes |
| Procedure Section | Yes |

| Protective Marking |
|--------------------------------|
| Not Protectively Marked |

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE FORCE INTRANET POLICIES SITE.

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1 Policy Section

1.1 Statement of Intent – Aim and Rationale

1.1.1 This policy, depending on the individual circumstances can apply to both the Chief Constable as the employer of Police Officers and Police Staff and the Office of the Police and Crime Commissioner as the employer of staff employed by them. Where the phrase “Dorset Police” is stipulated, this policy may apply to the Chief Constable or the Office of the Police and Crime Commissioner, or potentially both acknowledging that they are in their own right separate corporations sole and both have legal responsibilities under the Health and Safety At Work etc Act 1974..

1.1.2 To put in place proactive arrangements for managing hazardous substances which are used in the work activities of Dorset Police or a by-product off and which could have a harmful health effect on it's employees and other persons who could be potentially affected by the work activities of Dorset Police and the environment.

1.2 Our Visions and Values

Dorset Police is committed to the principles of “One Team, One Vision – “A Safer Dorset for You”

Our strategic priority is to achieve two clear objectives:

- To make Dorset safer
- To make Dorset feel safer

In doing this we will act in accordance with our values of:

- Integrity
- Professionalism
- Fairness and
- Respect

National Decision Model

The National Decision Model (NDM) is the primary decision-making model used in Dorset Police. The NDM is inherently flexible and is applied to the development and review of all policy, procedure, strategy, project, plan or guidance. Understanding, using and measuring the NDM ensures that we are able to make ethical (see Code of Ethics), proportionate and defensible decisions in relation to policy, procedure, strategy, project, plan or guidance.

Code of Ethics

The Code of Ethics underpins every day policy, procedures, decision and action in policing today. The Code of Ethics is an everyday business consideration. This document has been developed with the Code of Ethics at the heart ensuring consideration of the 9 Policing principles and the 10 standards of professional behaviour. Monitoring is carried out through the Equality Impact Assessment process which has been designed to specifically include the Code of Ethics

1.3 People, Confidence and Equality

This document seeks to achieve the priority to make Dorset feel safer by securing trust and confidence. Research identifies that this is achieved through delivering services which:

1. Address individual needs and expectations
2. Improve perceptions of order and community cohesion
3. Focus on community priorities
4. Demonstrate professionalism
5. Express Force values
6. Instil confidence in staff

This document also recognises that some people will be part of many communities defined by different characteristics. It is probable that all people share common needs and expectations whilst at the same time everyone is different.

Comprehensive consultation and surveying has identified a common need and expectation for communities in Dorset to be:-

- Listened to
- Kept informed
- Protected, and
- Supported
-

2 Standards

2.1 Legal Basis

- 2.1.1 To enable Dorset Police to comply with the 'Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended)'.

2.2 People, Confidence and Equality Impact Assessment

- 2.2.1 During the creation of this document, this business area is subject to an assessment process entitled "People, Confidence and Equality Impact Assessment (EIA)". Its aim is to establish the impact of the business area on all people and to also ensure that it complies with the requirements imposed by a range of legislation.

2.3 Monitoring / Feedback

- 2.3.1 This document will be reviewed by the HR Specialist (Health and Safety) and will fall within the active health and safety monitoring arrangements. Monitoring will be undertaken against the agreed standards as stated in the policy. The HR Specialist (Health and Safety) will propose to the Health, Safety and Wellbeing Group an annual programme of active monitoring. It has been assessed that due to the limited number of work situations affected. Monitoring will be undertaken of this business area every five years.

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Feedback relating to this policy can be made in writing or by e-mail to:

Address: R Aiston, HR Specialist (Health and Safety), Winfrith, Dorset. DT2 8DZ.

E-mail : bob.aiston@dorset.pnn.police.uk

Telephone : 01305 223724

3 Procedure Section

3.1 Introduction

- 3.1.1 People are exposed to a variety of substances at work (eg chemicals-vapours, welding-fumes, particulates-dusts, fibres and clinical waste etc) which can, under some circumstances, have a harmful effect on their health.
- 3.1.2 Such substances are known as hazardous substances. If hazardous substances are not controlled, they can either cause short (acute) or long term (chronic) health problems and pollute the environment.
- 3.1.3 The main routes for hazardous substances to enter the body are absorption through the skin (damaged or intact), ingestion – swallowed or inhalation through the respiratory system.
- 3.1.4 The effects of exposure can occur sometime after contact with a hazardous substance has taken place. Length of exposure, number of periods of exposure to the hazardous substances, make up of the body, can all be important factors as to whether a person could be affected and to what degree.
- 3.1.5 Often, very simple and inexpensive control measures can reduce the potential for hazardous substances to be harmful.
- 3.1.6 Elimination/avoid (the same with managing any hazard) of the hazardous substance at source must always be the first preferred course of action. Substitution with something that is less harmful must be the next step. If elimination or substitution is not possible, the substance must be safely controlled (managed).
- 3.1.7 To determine whether a hazardous substance could cause ill-health when used in the workplace, an assessment will have to be undertaken. This assessment is known as a COSHH assessment.
- 3.1.8 General workplace risk assessments in the first instance will identify whether a hazardous substance is used. This assessment will initially identify that a further more in depth COSHH assessment will need to be completed.
- 3.1.9 The COSHH assessment consists of a simple form which prompts the assessor to consider all the issues regarding the use of a hazardous substance used in the workplace.
- 3.1.10 There are two main areas within the Force where hazardous substances are used on a regular basis, vehicle workshops and the wet processes within the photographic laboratory. Hazardous substances are used elsewhere in the Force but to a far lesser degree.

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- 3.1.11 A COSHH assessment does not need to be undertaken when a hazardous substance is kept in stores and not brought into use into the workplace. There is no risk to health provided that the substance is stored correctly and the container in which the hazardous substance is kept in, is sealed and in sound condition. An assessment is only required to be undertaken if the substance is to be introduced for use into the workplace.
- 3.1.12 A hazardous substance can be identified in most cases through the classification label fixed on the container. The label will contain a pictorial hazardous symbol with wording which will identify the hazardous substance.
- 3.1.13 There are a total of 17 classifications of hazardous substances which must be considered. They are, explosive, oxidising, extremely flammable, highly flammable, flammable, very toxic, toxic, harmful, corrosive, irritant, sensitising, carcinogenic, and mutagenic, for reproduction, danger to the environment, radiation and biological. The majority of hazardous substances which are used in Dorset Police work environment are classified as potentially harmful/irritant.
- 3.1.14 The supplier of any hazardous substance used in the workplace is obliged by statute to provide to the end user through the supply chain a product hazard data safety sheet or known also as a material safety data sheet. The product hazard data safety sheet is vital when carrying out the assessment as it contains all the important information necessary to complete an assessment and to safely manage the substances in the workplace.
- 3.1.15 A COSHH assessment cannot be satisfactorily completed without the product hazardous data safety sheet.
- 3.1.16 Employers have a responsibility to ensure that adequate control measures are in place to ensure "so far as is reasonably practicable" (cost versus benefit) that employees do not become unnecessarily exposed to hazardous substances which could affect their or other peoples' health.
- 3.1.17 Methods of controlling/reducing exposure to a safe level include: work systems which avoid/reduce exposure, ventilation systems (general/local extraction to take the contaminate away from the user), personal hygiene facilities, health monitoring arrangements (purpose, to detect earlier signs of adverse health effects), and awareness of the substance and lastly, personal protective equipment (PPE) which includes respiratory protection equipment (RPE).
- 3.1.18 PPE/RPE must not be employed as the first and only control measure, but must be seen as a last resort to controlling a risk. PPE/RPE is the weakest control measure as it relies on human behaviour to be fully successful and it only protects the person wearing it. However, RPE in some instances may be the only practical means of controlling risk whilst other controls are being introduced or no other control method is practicable. However, consideration must always be given to preventing personal exposure to the individual in the first instant rather than just provide PPE.

3.2 Statutory Requirements

- 3.2.1 The general provisions of the Health and Safety at Work etc Act 1974 (as amended) place a statutory obligation on employers to protect the Health, Safety and Welfare of its employees and other persons who could be affected by their undertaking. Equally, employees have statutory obligations to comply with the employer's arrangements.
- 3.2.2 A more specific set of Regulations that cover the subject of the hazardous substances used in the workplace are the 'Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended)'. These regulations require employers to identify all hazardous substances used in the workplace, assess and control their use to a safe acceptable level.

3.3 Force Arrangements

- 3.3.1 It is the responsibility of managers who have identified in the first instance through having undertaken their general workplace risk assessments that they have and use hazardous substances within their areas of responsibility. They will need to proceed further and carry out a COSHH assessment using the COSHH assessment form A 475 (appendix A)
- 3.3.2 It is the responsibility of all managers to ensure that they identify all products which are marked hazardous to health and to ensure that a COSHH assessment is undertaken.
- 3.3.3 Managers will need to identify a suitable member of staff where they have and use quantities of hazardous substances to undergo a short training course to enable that person to be competent to undertake COSHH assessments. Bids for courses are to be made to the Health and Safety Unit.
- 3.3.4 Managers must inform immediately the Health and Safety Unit if a member of staff becomes adversely affected through the use of a hazardous substance in the workplace.

3.4 Duty of Employees

- 3.4.1 Employees whilst at work shall make full and proper use of any safe system of work, work equipment and personal protective equipment provided by the employer.
- 3.4.2 A safe system of work could include amongst other matters; how the work activity is to be carried out, the equipment to be used, what training will have been required and what PPE/RPE is required to be worn.
- 3.4.3 It is the responsibility of all staff that use PPE/RPE and any other control measure (exhaust system etc) provided, to use them correctly, to take good care of it and to report any defects immediately to their line manager.

- 3.4.4 All staff/personnel/employees have a legal duty to comply with the employer's reasonable instructions and to co-operate with the employer in achieving any statutory obligations placed upon him. This includes the attendance at health monitoring appointments.

3.5 COSHH Assessments

- 3.5.1 COSHH assessments are fundamental in managing hazardous substances in the workplace. To enable an assessment to be completed the product hazardous data sheet or also known as the material safety data sheet must be obtained from the manufactory/supplier before attempting to complete an assessment as it contains essential safety information regarding the product which will be needed to complete the assessment.
- 3.5.2 COSHH assessment forms A475 (appendix A) are to be used when carrying out assessments. They are in effect a prompt/check list which will assist the assessor in the correct step-by-step approach to take.
- 3.5.3 It is important to remember that, COSHH assessments will not have to be undertaken if the hazardous substance can be removed from the workplace or if initially the substance can be substituted with a product which is not hazardous.
- 3.5.4 Assessments are to be reviewed on the following occasions; after an accident/inadvertent exposure to a hazardous substance has occurred, notification of new product information, warnings received regarding a substance, failure in engineering controls, after an ill health occurrence has taken place to a member of staff, after two years and when it is no longer considered to be accurate.
- 3.5.5 COSHH arrangements are to be signed at part 13 by the assessor and line manager. Assessments are to be kept in the COSHH assessments folder and retained locally by the Division/Department and be readily available to any member of staff, appointed safety representatives and maintained in a satisfactory condition. The assessments could be requested by the relevant enforcing authority, insurance company or solicitor. They are to be reviewed bi-annually.
- 3.5.6 COSHH assessments are only to be completed by a person who is competent and has had appropriate COSHH assessment training. Bids for courses are to be made to the Health and Safety Unit.

3.6 Health Monitoring

- 3.6.1 Employers are required to provide health monitoring where employees are working with a hazardous substance where it is known or suspected that it has an associated health risk. Arrangements for health monitoring are covered in a separate policy entitled 'Health Monitoring' which can be located on SharePoint. Managers are to ensure that where a health monitoring requirement exists as laid down in the policy, that their staff attend occupational Health appointments. No shows are carefully monitored and reported to command teams.

3.6.2 Health monitoring is undertaken by the contracted in, occupational health provider who can provide a full range of medical advice to the Force.

3.7 Maintenance of Control Measures

3.7.1 Any control measures (local extraction ventilation systems etc) must be maintained in an efficient state, in good working order, a good state of repair and kept clean. Local extraction ventilation (LEV) systems are to be thoroughly examined and tested once every 14 months. It is vitally important to ensure that systems are working correctly and are infact extracting harmful substances away from the breathing zone of the potentially exposed person.

3.7.2 The Estates and Building Services Department are responsible for the maintenance of local extraction ventilation (LEV) systems.

3.7.3 The Forces Insurance Section is responsible for ensuring that LEV systems are thoroughly examined and tested at least every 14 months. LEV systems are examined under the Employer's Liability (Compulsory Insurance) arrangements. LEV inspection certificates are to be retained by the Force's Insurance Section and a copy sent to the Building Services Unit.

3.8 Workplace Exposure Monitoring

3.8.1 The purpose of exposure monitoring (air sampling) is to ensure that the control measures in place are effective and that staff are not being subject to inadvertent exposure to a hazardous substance which could jeopardise their health.

3.8.2 The HR Specialist (Health and Safety) has had undertaken, by competent persons, periodic exposure monitoring of specified work areas within Dorset Police, rifle range and workshop.

3.8.3 In most cases exposure monitoring is not required when hazardous substances are used in Dorset Police.

3.9 Contractors

3.9.1 Persons issuing instructions for a contract of service are to ensure that the client is advised of all hazardous substances to be used on the contract.

3.9.2 They are to seek assurances from the contractor that elimination or substitution has been considered and that a safety product data sheet and COSHH assessment has been produced by the contractor before work commences relating to every hazardous substance to be employed on the contract. Any queries and the Health and Safety Unit are to be contacted.

- 3.9.3 Any pre tender document must state the requirement that consideration must be given to substituting any hazardous product with a less harmful product if possible. If that is not possible, a COSHH assessment must be submitted to that person issuing instructions to the contractor before work is allowed to commence using that product.

3.10 Procurement

- 3.10.1 It is for the person who is responsible for requesting the purchase of a hazardous substance to satisfy themselves that there is no safer alternative product available and that they obtain the product hazard data sheet.

3.11 Disposal of Hazardous Substances

- 3.11.1 Disposal of hazardous substances, waste, by products must be undertaken in the approved manner. Containers may contain harmful residues.
- 3.11.2 The Hazardous Waste Regulations 2005 apply to any controlled waste. The aim is to ensure that hazardous wastes do not enter and pollute the environment.
- 3.11.3 The product data sheet relating to the product will advise on the appropriate means of disposal.
- 3.11.4 Managers whose departments use hazardous substances are to ensure that they have in place appropriate arrangements for ensuring that hazardous waste, by products and residues are disposed of only by licensed contractors. SLO's can advise on the correct disposal of hazardous waste.
- 3.11.5 A waste consignment note is to be obtained from the licensed contractor for each pick up of a hazardous waste consignment. All consignment notes for clinical waste and any other hazardous waste substance are to be forwarded to the E&Bs.

4 Consultation and Authorisation

4.1 Consultation

| Version No: | Name | Rank/Role | Date |
|---|------|-----------|------|
| Police & Crime Commissioner | | | |
| Police Federation | | | |
| Superintendents Association | | | |
| UNISON | | | |
| Other Relevant Partners (if applicable) | | | |

4.2 Authorisation of this version

| Version No: 1.9 | Name | Rank/Role | Date |
|------------------|---------------|---------------------------------|-----------|
| Prepared: | Robert Aiston | HR Health and Safety Specialist | 17/2/2017 |
| Quality assured: | | | |
| Authorised: | Peter Channon | | |
| Approved: | | | |

5 Version Control

5.1 Review

| | |
|-------------------------------|-------------------------|
| Date of next scheduled review | 1 YEAR FROM PUBLICATION |
|-------------------------------|-------------------------|

5.2 Version History

| Version | Date | Reason for Change | Created / Amended by |
|---------|---------------|--|----------------------------|
| 1.0 | Sept 2005 | Initial Document | Mr R Aiston |
| 1.1 | March 2010 | Minor review to reflect changes to HR Restructure | Mr R Aiston |
| 1.2 | August 2010 | Minor review to reflect title change to HR Specialist (H&S), clarification on paragraphs 4.17, 4.18, 5.2, 6.4, inclusion of health monitoring appointments at 8.1 and insertion of revised assessment form. | Mr R Aiston |
| 1.3 | November 2012 | Reviewed to include transitional changes from DPA to the PCC | Mr R Aiston |
| 1.4 | July 2013 | Inclusion of revised COSHH assessment form. Clarification of employee responsibilities. Minor grammatical amendments. Consolidation into one paragraph guidance relating to COSHH assessments. | Mr R Aiston |
| 1.5 | February 2014 | Review included 2 nd stage transfer arrangements and the reorganising of the Health and Safety Unit | Mr R Aiston |
| 1.6 | August 2014 | Document reviewed no major changes. Minor changes to paragraphs 3.7.3 & 3.8.2 | Mr R Aiston |
| 1.7 | 18/11/14 | The policy has been reviewed in preparation for NICHE implementation (April 2015), no changes necessary | Policy Co-ordinator (6362) |
| 1.8 | 21/10/2015 | The following paragraphs were amended; 3.1.6 greater clarification, 3.1.10 list of sites updated, 3.1.11 clarified, 3.4.1 PPE included, 3.5.4 extended from one to two years and 3.11.5 clarification regarding consignment notes. | Mr R Aiston |
| 1.9 | 17/2/2017 | The following paragraphs were amended; 3.8.2 removed reference to scientific and photographic laboratory, 3.10.1. expanded to include hazard data sheet, 3.11.5 amended to read all waste transfer notes for any substance to E&BS. Form A 475 COSHH assessment reviewed | Mr R Aiston; |

5.3 Related Forms

| Force Ref. No. | Title / Name | Version No. | Review Date |
|----------------|-----------------------|-------------|-------------|
| A475 | COSHH Assessment Form | V3 | 2016 |
| | | | |
| | | | |
| | | | |

5.4 Document History

| | |
|---|---------------------------------|
| Present Portfolio Holder | Director of Human Resources |
| Present Document Owner | HR Specialist (Health & Safety) |
| Present Owning Department | Human Resources |
| Details only required for version 1.0 and any major amendment ie 2.0 or 3.0: | |
| Name of Board: | HR Forum |
| Date Approved: | November 2005 |
| Chief Officer Approving: | Director of Human Resources |

Template version (HR) January 2013

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COSHH Assessment Form

The Control of Substances Hazardous to Health Regulations 2002 (as amended)

Department:
Assessor:

Location:
Force number:

Date of Assessment:

1. Identification of Product

Name/product description:

Supplier

Quantity supplied: (e.g.: 40 gallon drums, 50 kg sacks, 10 litre bottles etc.)

Does the product contain one or more of these symbols? Mark 'X' in the box under which symbols are shown:

| Toxic corrosive | Gas under pressure | Irritant | Harmful | Flamable | Explosive | Environment | Oxidising | Respiratory Sensory Mutagen Carcinogen | Corrosive |
|---|--|--|--|--|--|---|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
| | | | | | | | | | |

2. Have you received the material data sheet from the supplier?

Yes / No

It is a legal requirement to provide a material data sheet for the product this assessment relates to.

If you have the data sheets they must be attached to this assessment.

If you do not already have the data sheets you must obtain them from the product supplier.

3. Does the material safety data sheet contain any safety or risk information?

Yes / No

If yes give details:

4. Have you considered elimination or substitution of the product with something safer?

Yes / No

5. What will the chemical be used for?

Quantity used?

For how long a period?

Who could be at risk?

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| | | | | | | | | |
|--|---------------|---------------------------|------------------|----------------------------------|-----------------------|--|------------------------|------------------------|
| 6. How could the substance enter and affect the body? (Mark 'x' in the box) | | | | | | | | |
| Skin | | Eyes | | Ingestion | | Inhalation | | |
| 7. Engineering controls required ? (Mark 'x' in the box) | | | | | | | | |
| Total containment required | | Fume cupboard | | Local exhaust ventilation | | General room ventilation sufficient | | |
| Outside (wind from behind) | | Down draught bench | | Bio-hazard cupboard | | Access control | | |
| 8. Has PPE been recommended in the material safety data sheet and if so what type? (Mark 'x' in the box) | | | | | | | | |
| RPE | Gloves | Overalls | Aprons | Skin Cream | Arm Protection | Eye Protection | Face Protection | Other (Specify) |
| | | | | | | | | |
| 9. Is training required? | | | | | | Yes / No | | |
| Is a safe system of work (instructions) to be written for staff to follow? | | | | | | Yes / No | | |
| 10. Spillage procedure? | | | | | | | | |
| 10a. Fire-fighting requirements? | | | | | | | | |
| 10b. First aid action | | | | | | | | |
| Inhalation: | | | | | | | | |
| Ingestion: | | | | | | | | |
| Skin Contact: | | | | | | | | |
| Eye Contact: | | | | | | | | |
| 10c. Storage? | | | | | | | | |
| 11. Assessment Review date: | | | | | | | | |
| <ul style="list-style-type: none"> • I have read the material safety data sheet relating to this substance and understand its contents. • I have assessed the use of the substance and I am content that it will not present a hazard to the health of staff provided the appropriate control measures are in place and followed. • I have provided a copy of this assessment to all staff who will be using this substance | | | | | | | | |
| (Signed) Assessor: | | | Force No: | | | Date: | | |

Notes for COSHH Assessment Forms

| | |
|--|--|
| 1 | Details from the product container |
| 2 | Details contained on the material safety data sheet (MSDS). You must have the MSDS to be able to undertake an assessment. Suppliers are legally obliged to provide |
| 3 | Elimination or substitution of the product with something less hazardous is by far the best way to control a substance |
| 4 | Remember to include contractors as well as members of staff and the public |
| 5 | You need to consider when the substance is used, how it can enter the body |
| 6 | Engineering controls must be considered before using PPE. Engineering controls control the hazard at source. Maintenance is through the Building and Estates. Statutory inspection through the Insurance Section |
| 7 | If PPE is to be used, a PPE assessment will be required to be completed. PPE must be the last measure used to control a hazard |
| 8 | Training could include; local instructions/safe systems of work/CSI lab/processes |
| 9 | Details can be obtained from the material safety data sheet (MSDS) |
| 10 | Assessments should be reviewed; when the process changes, the product has changed, maintenance/inspection results suggest that the engineering controls are not working, the assessment appears no longer valid, staff suffering ill health and at regular intervals |
| <p>12. Consider the following:</p> <ul style="list-style-type: none"> • Are there service arrangements in place for; fume cupboards, bio-hazard cupboards LEVs, down draught benches etc • Are there statutory inspection arrangements in place for; fume cupboards, bio-hazard cupboards LEVs, down draught benches etc ? Is there any requirement to undertake routine health surveillance? (contact H&S) Is there any requirement to undertake any air sampling? (contact H&S) • Is there any requirement to display warning signs/notices? • Are there any stated disposal instructions for used or empty containers? | |
| | <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> |

13. Actions and Review

