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CHEMICAL SAFETY PROCEDURE

For a safe and healthy working environment, Hilo Cleaning Ltd is committed to the safe, sustainable management of chemicals that staff may come into contact with, either supplied by us or upon discovery whilst attending a job.

This procedure is intended to provide guidance on correct storage, handling, use and disposal procedures as well as reduce potential harm to staff, customers, the public and the environment.

COSHH Assessments – are provided when a chemical is required for a job. They ensure a valid decision is made on the control measures, to prevent harm, which should be applied when using chemicals that pose any potential risk. COSHH Assessments are drawn up from the information in Safety Data Sheets.

Safety Data Sheets (SDS) – provide the in-depth information about each chemical such as:

- Identification of the chemical/substance
- Potential Hazards posed.
- Ingredients
- First Aid Measures
- Fire-fighting measures
- Handling & storage
- Exposure controls/P.P.E

The COSHH Assessments and the Safety Data Sheets only work together, and one is not sufficient without the other.

CHEMICAL MANAGEMENT

Hilo Cleaning Ltd stores all its chemicals in a secured area. When an item is required or requested, it is issued on a rotational process and is recorded for tracking purposes.

UNKNOWN SUBSTANCES

If an unknown substance or a hazardous chemical, which has not been provided by Hilo Cleaning Ltd, is encountered at work whilst on site, further precautions must be made immediately.

1. A Dynamic Risk Assessment should be carried out to determine if safe working conditions can be maintained to continue with the job safely.
2. Seek advice from the designated Health & Safety person on site to try to identify the substance. If the substance can be identified, request the COSHH Assessments/SDS and refer to these to determine the control measures that must be applied.
3. If the substance remains unknown or there are no COSHH Assessments/SDS available, record your findings either with photographic evidence and/or by completing a Safety Observation form on the Hilo Staff page. Cordon off the area and advise the site Health & Safety personnel/reception/member of staff of the substance.

SPILLAGE / ACCIDENTAL RELEASE

If this occurs with a substance provided by Hilo Cleaning Ltd, staff must refer to the COSHH/SDS for control measures.

If this occurs with an unknown substance, staff must follow the 'Unknown Substances' procedure above.

For chemical spillage, each vehicle has a 'spill kit' which can be used. When a 'spill kit' is used, please report this to the office in order for it to be replaced. The spill kit has instructions for safe disposal.