

## **COSHH POLICY**

### **1.0 GENERAL STATEMENT**

B&C Joinery Services recognises that no substance can be considered completely safe.

Therefore, we will

- Take reasonable steps to ensure exposure of employees to substances hazardous to health is prevented where possible, or controlled within statutory limits.
- Control exposure by engineering means where reasonably practicable.
- Provide appropriate personal protective equipment if exposure by engineering means is not appropriate.
- Provide information on the nature and potential consequences of exposure to substances hazardous to health and instructions on how to protect themselves.

The person responsible for the implementation of this policy is Mr Edward Barker.

Co-operation is required & expected from all members of staff.

### **2.0 ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS**

#### **2.1 COSHH Assessments**

We will assess exposure to hazardous substances, to determine if elimination or substitution of the substance is possible. If this is practical then suitable alternatives will be used.

Where the use of a hazardous substance is unavoidable we will arrange for a competent person to carry out a risk assessment and advise on appropriate control measures. The results of the assessment will be recorded & the findings briefed to those who need to know.

## 2.2 Reduction of Exposure Levels

We will adopt the following hierarchy of controls to minimise exposure to hazardous substances

- Elimination or substitution of the substance
- Provision of engineering controls
- Provision of personal protection equipment
- Adoption of a safe system of work
- A review of these arrangements whenever circumstances change
- Provision of Personal Protection Equipment

We will, so far as is reasonably practicable, minimise exposure levels by means other than the use of personal protection. We accept that the use of personal hearing protection is a last resort, and are committed to continuing to seek and introduce alternative methods. However, we will provide suitable and effective personal protection equipment where a risk assessment identifies it as the most practical means of safeguarding employees. We will also provide for the maintenance and repair, or renewal, of the protective equipment, and provide training in its selection and use.

## 2.3 Use and Maintenance of Engineering Controls and Procedures

We will maintain, monitor & review all equipment and procedures introduced for reducing the exposure of employees to hazardous substances. Personnel are expected to implement procedures, use equipment correctly and promptly report any defects or deficiencies. We will ensure that engineering controls are properly maintained and monitored to ensure optimum effectiveness. Employees will be trained to use it properly and to report any malfunction immediately.

## 2.4 Provision of Information & Training

We will provide suitable information & training to managers, supervisors & employees. This will include details of the potential harmful effects, what the law expects of organisations & employees and details of this policy. We will ensure employees fully understand the hazards to health posed by substances in the workplace and the importance of the correct use of any control measures provided.

Information will also be provided to those who may be indirectly affected by the work, such as clients, other contractors, cleaners, visitors etc.

## 2.5 Dealing with Health and Safety Issues

If an employee is concerned about the use of a hazardous substance in the workplace they must draw this to the attention of their manager. The manager must then investigate the circumstances, take steps to resolve the issue and advise the employee of any actions taken.

If anybody suspects that they have been exposed to a hazardous substance, without appropriate protection being in place, they must immediately inform their manager. The manager must then consult the health & safety advisor and act upon their recommendations.

## 2.6 Health Surveillance

Where pre-employment, or routine, in-service medical questionnaires suggest an individual may be particularly susceptible to exposure to hazardous substances we will adopt a monitoring programme. The aim is to establish the degree of susceptibility and to monitor the effectiveness of this policy in minimising any further deterioration.

Signed:

A handwritten signature in blue ink, appearing to read 'E.J. Barker', with a horizontal line underneath.

E.J Barker (Proprietor)

Date: 25/02/2016

Reviewed :

Next Review Date: February 2017