

# CARDIFF COUNCIL

## CODE OF GUIDANCE

### USE OF SUBSTANCES

This Code of Guidance outlines:-

- 1.0 The requirement to carry out a risk assessment in respect of substances at work.
- 2.0 General Information on the Safe Use of Substances

#### **1.0 The requirement to carry out a risk assessment in respect of substances at work**

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) apply to all work in which people are exposed, or are liable to be exposed, to substances hazardous to health.

In order to comply with these Regulations, Cardiff Council is required to carry out assessments of the risks that arise out of work with hazardous substances.

The assessments will have:

- i. Identified the hazards that exist, and the form of the hazard.
- ii. Considered who will be exposed to these hazards, for how long and the potential effects.
- iii. Compared such exposure to relevant published standards.
- iv. Identified which substances together will create a hazard that may substantially increase the actual risk well above the sum of the individual risks.
- v. Determine the control measures that are required and how they are monitored.
- vi. Identified the level of instruction, information and training that is required for employees.

Before using or handling any substance, staff must consider all the possible harmful effects and understand the actions that need to be taken to ensure safe working.

This can be done by

- i. Consulting a manager;
- ii. Consulting the Control of Substances Hazardous to Health Risk Assessment documentation;

- iii. Reading the label on the package.

## **2.0 General Information on the safe use of substances**

- i. Warnings, instructions and proper procedures must always be followed. Only use the quantity as directed. Check whether you should dilute substances (such as cleaning liquid/powder) with hot, luke-warm or cold water. Check dilution rates. Add chemicals to water, stirring all the time, not water to chemicals. Never experiment or use chemicals other than for the job for which they are intended.
- ii. Use the protective clothing/equipment that is provided, i.e. eye, skin or respiratory protection. Report any defects in the protective clothing/equipment to your supervisor. Follow instructions given on the proper use and storage of personal protective equipment. Remove any personal protective equipment that might be contaminated before eating, drinking or smoking.
- iii. Safety signs must be used where appropriate to inform people about the risk.
- iv. Learn emergency/first aid procedures.
- v. Practice sensible, safe, working habits, e.g. do not smoke, eat or drink when using or handling chemicals and wash hands afterwards.
- vi. Do not use a substance if it is past the 'use by' date.
- vii. Do not use substances from unlabelled containers.
- viii. Portable containers must contain the same information as the original container.
- ix. Any missing or damaged labels must be reported to your manager.
- x. Never mix two or more chemicals together - toxic gases may be produced.
- xi. Ensure chemicals are stored safely in an identified locked cupboard. Chemicals must not be stored in a boiler-house, electrical switchgear cupboard, under stairs, or near a heat source. Never leave chemicals where children have access to the area.
- xii. Dispose of all chemicals and their containers in a safe manner.
- xiii. Never puncture full or empty aerosol containers or expose them to heat.
- xiv. Report promptly any defects you become aware of in respect of the arrangements for preventing or controlling any harmful exposure to substances hazardous to health.
- xv. Any ill effects experienced following the use of substances should be reported to your manager at once.

- xvi. If you have any questions in respect of the safe use of substances, ask your supervisor/manager.

**Further Information**

The Control of Substances Hazardous to Health Regulations 2002 (as amended) and the associated Approved Code of Practice