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|  | <b>SARMA GUIDELINE</b>   | <b>Document Number</b> |
|   | SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD | SHE2.17-F01            |
|   | CHEMICALS AGENTS AND SOLVENTS                                    | <b>Revision Number</b> |
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# HAZARDOUS CHEMICAL SUBSTANCES & AGENTS (HCSA) CONTROL

**(SARMA Audit document January 2017 version 1 reference number:**

Section A, Element 8, Items 8.1.12 & 8.1.20;


Section B, Element 6, Items 6.1.1, 6.2 & 6.2.2;

Section B, Element 14, Items 14.1 to 14.5;

Section C, Element 1, Items 1.1.1, 1.1.6 & 1.19;


Section D, Element 3, Items 3.1 to 3.5 and

Section E, Items 1.1 & 1.3)

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## 1. PURPOSE

The purpose of this standard is to ensure that:

- 1.1. Safety, health and environmental risks associated with hazardous chemicals, substances and agents are identified and managed and
- 1.2. Controls over the use, storage and purchase of all hazardous chemicals, substances and agents [\[SHE2.17-F03-1\]](#) are implemented.

## 2. SCOPE

- 2.1. This standard applies to **EMPLOYERS**.

## 3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1. Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) are responsible for ensuring that the requirements listed are adhered to in their areas of responsibility;
- 3.2. Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) are responsible for ensuring staff under their control are trained in the use and hazards of all substances [\[SHE5.30-F06\]](#);
- 3.3. It is the responsibility of the Hazardous Chemical , substances and agents co-ordinator [\[SHE5.11-F02-19\]](#) (Facility Section 16(2) Appointees) to ensure that the departments are supplied with the necessary blank alphabetical list [\[SHE2.17-F02\]](#) to be used to document all Hazardous Chemical , substances and agents in use in department;
- 3.4. The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#), assisted by the SHE Rep [\[SHE5.11-F02-8\]](#), will be responsible to obtain the necessary MSDS [\[SHE2.17-F03-1\]](#) to follow, substances and chemicals in use from suppliers. Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) will be responsible to update the list on a regular basis, and obtain MSDS as required and
- 3.5. It is the responsibility of the Occupational Health Practitioner [\[SHE5.11-F02-12\]](#) to ensure that health risk assessments, in liaison with the Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) and user departments, are conducted and are available. Where necessary, a medical surveillance program must be instituted (Medical).

## 4. DEFINITIONS AND ABBREVIATION

### 4.1. HAZARDOUS SUBSTANCE


The hazard associated with a substance is defined as the likelihood that it will cause injury/illness in a given environment or situation. The potential degree of severity of the hazard is determined by its toxicity, reactive potential and or it's fire potential and explosive properties.

### 4.2. DESIGNATED

Means in writing.

### 4.3. TOXIC

Poisonous, has the potential to kill cells.

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#### 4.4. **PERSISTENT**

The tendency to remain instead of falling away in the normal manner. In this instance the tendency to remain in the environment instead of degrading and

4.5. See manuals one to five.


## 5. **LEGAL AND OTHER REQUIREMENTS**

### 5.1. **General**

| No.    | Document Number | Description  |
|--------|-----------------|--|
| 5.1.1. | SHE5.03-F01     | OHS Section. 10, 22  |
| 5.1.2. | SHE5.03-F01     | GAR 7 – MSDS <ul style="list-style-type: none"> <li>• Product and company identification</li> <li>• Composition / info on ingredients</li> <li>• Hazards identification</li> <li>• First-aid measures</li> <li>• Fire-fighting measures</li> <li>• Accidental release measures</li> <li>• Handling &amp; storage</li> <li>• Exposure control / personal protection</li> <li>• Physical &amp; chemical properties</li> <li>• Stability and reactivity</li> <li>• Toxicological info</li> <li>• Disposal consideration</li> <li>• Transport info</li> <li>• Regulatory info</li> <li>• Other info</li> </ul> |
| 5.1.3. | SHE5.03-F01     | GMR 8 – Notify the divisional inspector of certain substances  |
| 5.1.4. | SHE5.03-F01     | VUP 13(2) – Pressurised system (assembly of VUP's operating at > 40kPa to process flammable liquid, HCS, saturated or superheated steam) subjected to inspection and hydraulic test by AIA after installation or re-Nuclear Energy Act   |

### 5.2. **Legal Reference**

| No.    | Document Number                                       | Description  |
|--------|---|--|
| 5.2.1. | MSDS Sheets <a href="#">[SHE2.17-F03-1] to follow</a> | Suppliers  |
| 5.2.2. | SABS 0228   | Classification of Hazardous Substances, Volume 1 & 2 |

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| 5.2.3. | SABS 0229                            | Transport of Hazardous Substances |
| 5.2.4. | SABS 072                             | Safe Handling of Pesticides       |
| 5.2.5. | <b>EMPLOYERS</b> Corporate Standards |                                   |

### 5.3. Other Requirements.

## 6. RECORDS

| Rec. Nr | Reference Nr                               | Description                           | Storage Space | Retention Time |
|---------|--|---------------------------------------|---------------|----------------|
| 6.1.    | <b>EMPLOYERS</b> [SHE5.11-F02-19]          | Appointment letters                   |               |                |
| 6.2.    | <b>EMPLOYERS</b> [SHE2.17-F03-1] to follow | Purchasing– Ordering and control MSDS |               |                |
| 6.3.    | <b>EMPLOYERS</b> [SHE5.02-F02-1] to follow | Risk assessments                      |               |                |
| 6.4.    | <b>EMPLOYERS</b> [SHE5.30-F06]             | Training Documents                    |               |                |


## 7. PROCEDURE

### 7.1. APPOINTMENTS

- 7.1.1. A person will be appointed [SHE2.17-F03-1] to follow to co-ordinate and control hazardous substances (Hazardous Chemical, Substances & Agents co-ordinator). Unless otherwise decided by branch management, this person will be the Facility Section 16(2) Appointees.

### 7.2. IMPLEMENTATION

- 7.2.1. The relevant departmental heads shall maintain an alphabetical list [SHE2.17-F02] of all substances, authorised for use at their offices;
- 7.2.2. An alphabetical list [SHE2.17-F03] of all Hazardous Chemical, Substances & Agents will be updated on a regular basis, and copies kept in the user department. Copies must also be kept in all first aid boxes in the department;
- 7.2.3. The Hazardous Chemical, Substances & Agents co-ordinator [SHE5.11-F02-19] (Section 16(2) Appointees) must ensure that copies of MSDS's of all substances [SHE2.17-F03-1] to follow in use at the depot are made available to the clinic and security department;
- 7.2.4. Any purchases of new chemicals will be cleared with the Hazardous Chemical, Substances & Agents Co-ordinator or Section 16(2) Appointees [SHE5.11-F02-3] prior to purchase;
- 7.2.5. All personnel working with these substances shall be trained [SHE5.30-F06] in the correct usage thereof, the dangers of the substance, the health risk pertaining to the substance and the first aid training requirements in respect of the substance;

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- 7.2.6. To guard against fire, all flammable liquids will be placed into the flammable cupboard/store after use;
- 7.2.7. MSDS sheets must be made available to customers and emergency service providers (i.e. Fire Department, hospitals.) where necessary;
- 7.2.8. All classified poisonous chemicals, i.e. to be stored in the poison cupboard, which must be kept, locked and the key held by the responsible person;
- 7.2.9. A register of all poisons shall be maintained and
- 7.2.10. All containers containing chemicals and substances, including the Occupational Health Service to be clearly labelled – standard of level.

### 7.3. **REDUCTION OF TOXIC/PERSISTENT SUBSTANCES**

A study to determine the possible reduction of potential toxic substances will be undertaken. The hazardous substance co-ordinator will be responsible for the study.

## 8. **ASSOCIATED DOCUMENTATION**

| No.  | Description                | Document Number  |
|------|----------------------------|------------------|
| 8.1. | Register                   | [SHE2.17-F02]    |
| 8.2. | Appointment                | [SHE5.11-F02-19] |
| 8.3. | Certificate                | [SHE2.17-F04]    |
| 8.4. | Material Safety Data Sheet | [SHE2.17-F03 -1] |