 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p><b>HAZARDOUS SUBSTANCES MANAGEMENT STANDARDS</b></p>	<p><b>Policy 5.1.11 Protocol 1</b></p>
<p><b>HAZARD SUBSTANCES PROTOCOL</b></p>		

**PURPOSE**

Bay of Plenty District Health Board (BOPDHB) is committed to compliance with the Hazardous Substances and New Organisms (HSNO) Act and associated regulations and in so doing protection of the environment and the health and safety of those working within or affected by its activities. This procedure outlines the processes of managing the safe transport, storage and handling of hazardous substances.

**STANDARDS**

- BOPDHB will comply with the HSNO Act 1996, an environmental and health and safety law that establishes a consistent process for assessing the risk posed by hazardous substances in line with good engineering practice.
- This policy applies to all BOPDHB staff, contractors and suppliers, particularly those involved in the transporting, storing, handling or management of dangerous goods and hazardous substances.
- Transporting, storing, handling monitoring and disposing of all Hazardous Substances will be managed to reduce the likelihood of harm or loss due to
  - a) Explosion
  - b) Fire
  - c) Oxidation
  - d) Corrosion
  - e) Exposure to toxic agents
  - f) Environmental exposure to toxic agents

**PROCEDURE**

Under Environmental Risk Management Authority (ERMA) regulations a Person in Charge (PIC) is an individual in control of a place where hazardous substances are present. The PIC is responsible for ensuring that hazardous substances under their control are correctly managed and that the environment and the health and safety of people are not adversely affected. This document details how the BOPDHB will manage its' obligations with respect to hazardous substances on its sites per the below:

**1. Identification, Recording And Tracking Of Hazardous Substances**


Class 1 Explosiveness	Class 5 Oxidising capacity
Class 2 Flammability, gases	Class 6 Toxicity
Class 3 Flammability, liquids	Class 8 Corrosiveness
Class 4 Flammability, solids	Class 9 Eco-toxicity

NOTE - Class 7 is unallocated in the HSNO classification system as it is reserved for radioactivity which is outside the scope of the HSNO Act.

**2. Auditing**

The Hazardous Substance Inventory (an inventory of all hazardous substances held on DHB sites, filed by building number, hazard category and controls) will be audited and updated on an annual basis.

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### 3. Storage Of Dangerous Goods & Hazardous Substances

- 3.1 The Dangerous Goods and Hazardous Substances Store and the BOPDHB Hazardous Waste Management Contract is managed appropriately as required by the HSNO legislation.
- 3.2 Security – Only Approved Handlers (person holding an Approved Handlers Certificate to handle dangerous goods as authorized by an approved HSNO Site Certifier) are permitted access to the Dangerous Goods and Hazardous Substances Store.
- 3.3 The Store is kept locked at all times when not in use.
- 3.4 All stock placed in the Dangerous Goods and Hazardous Substances Store for storage or removed from the Store must be recorded on the sheet provided in the Store.
- 3.5 Storage of Medical Gases
- Bulk medical gases storage is documented on appropriate floor plans indicating location, quantity, type and volume / size of cylinders.
  - The floor plans are updated as changes are made.
  - Individual cylinders are stored appropriately and audits are performed as part of the medical gases contract.
- 3.6 HSNO Test Certificates are required for:

#### Tauranga


Certificate	Party Responsible for Certification
Above Ground Stationary Tank	Air Liquide
10,000L Underground Diesel Stationary Tank	Property Services
Hazardous Substance Location Certificate	Property Services
Medical Gas Bottle Store	Property Services
1500L Diesel tank above ground	Property Services

#### Whakatane

Certificate	Party Responsible for Certification
Above Ground Stationary Tank	Air Liquide
Med Gas Cylinder Store – Location Certificate	Property Services
2000L Diesel Tank – Stationary Tank	Property Services

- 3.7 Material Safety Data Sheets (MSDS) are to be held for all hazardous substances onsite. A master register will be managed by the Property Services Department and are filed by building number. Hard copies of relevant sheets will be displayed in each area under the supervision of the appropriate Approved Handlers. It is the responsibility of the PIC to ensure the current MSDS sheets are displayed in the location of the chemicals.

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#### 4. Handling Dangerous Goods And Hazardous Substances

- 4.1 All hazardous substances must be handled as per the MSDS.
- 4.2 All staff and contractors must comply with the controls for the specific hazard properties of each substances, for example by:
- a) By complying with exposure limits
  - b) Keeping ignition sources and oxidisers away from flammable or explosive substances.
- 4.3 Managers must ensure their staff follows the HSNO controls. If a staff member commits an offence, the employer / manager may also be liable if they have not taken reasonable steps to make sure the controls have been complied with.
- 4.4 Approved handlers are required to attend specified training and updates to maintain competence and certification by an external test certifier as contracted by BOPDHB. They are to comply with the following:
- a) Required to be certified
  - b) Have knowledge of the hazardous substances they use
  - c) Have practical knowledge of how to use the substances including use of protective clothing and equipment
  - d) Knowledge of the HSNO Act in relation to the substances in use and general knowledge of all parts of the act and regulations
  - e) Guide all staff and contractors to comply with the HSNO Act and regulations in their area
  - f) Ensure the tracking of hazardous substances requiring tracking in their area, is documented appropriately
  - g) Ensure hazardous substances packaging and identification is not compromised e.g. by ensuring labels are not damaged, substances are not stored in a way that damages packaging as with over-stacking
  - h) Ensure that relevant MSDS are available in hard copy format for emergency response.
- 4.5 Handling Flammable substances:
- a) All flammable goods are to be unpacked by and Approved Handler and stored in a locked flammables cabinet
  - b) All controls must be adhered to; this may include the use of approved personal protective equipment as documented in the area specific hazard register
  - c) Flammables cabinet doors must be closed/locked after every use
  - d) Stock must be kept below trigger levels.
  - e) Extra stock must be stored in the Dangerous Goods Store
  - f) Flammable substances must have hazard signs on packaging (boxes) visible and the most precautionary route taken when being transported within the hospital
- 4.6 Handling Irritants, Corrosives, Toxic and Ecotoxic Substance:
- a) Approved personal protective equipment must be worn, as indicated on the MSDS, when handling toxic agents, irritants and corrosives. All irritants and corrosives are to be unpacked and stored similar to flammable items.

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## 5. Safe Transportation Of Dangerous Goods & Hazardous Substances

- 5.1 BOPDHB transportation of hazardous substances, both from the supplier and between sites, is contracted to a chemical courier company who are required to use safe approved methods only.
- 5.2 Staff in services with documented procedures for managing a hazardous spill may attempt to contain the spill without the assistance of the Fire service if this is deemed appropriate by the person in charge. Specific training, with an emphasis on health and safety, must be given to any staff expected to manage hazardous spills.
- 5.3 Packaging for each hazardous substance must be supplied in packages that comply with packaging controls. The packaging must not be damaged and the substance is not to be transferred to other packages that do not meet these controls (refer Hazardous Packaging Regulations 2001 Part 2).
- 5.4 Disposal – The manager of each area is responsible for the safe disposal of all hazardous waste complying with the HSNO Act by following the *BOPDHB policy 5.1.9 Protocol 1 Waste Management*


## 6. Records

All records are to be retained for the period outlined in the BOPDHB General Disposal Authority (DA262).

## 7. Roles And Responsibilities

Role	Responsibilities
<b>Manager, Employee H&amp;S</b>	<ul style="list-style-type: none"> <li>personnel training and records keeping for Approved Handlers</li> </ul>
<b>Site Engineer, Building Services</b>	<ul style="list-style-type: none"> <li>hazard zone drawings indicating storage locations and danger areas</li> <li>identification, recording and associated signage</li> <li>Collating Hazardous Substances Inventory indicating maximum quantities and locations of hazardous substances, based on information received from Managers of Departments</li> <li>Location Test Certificates</li> <li>Stationary Container System Test Certificates</li> <li>Electrical Wiring Certification</li> <li>Annual Site Certification</li> </ul>
<b>Departmental Managers with hazardous substances in their department</b>	<ul style="list-style-type: none"> <li>ensuring that staff are informed, trained, equipped and adhere to the guidance of this policy and associated protocols</li> <li>safe storage and handling of hazardous substances within their departments</li> <li>maintaining a register of hazardous substances stored within their Departments and providing this information to the Property Services Department for their annual audits</li> <li>ensuring MSDS are available to staff where Hazardous Substances are stored or handled</li> <li>ensure signage is visible and readable at all times for each of the storage and handling locations within their departments</li> </ul>
<b>All staff and contractors</b>	<ul style="list-style-type: none"> <li>familiarise themselves and adhere to the content of this policy</li> </ul>

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**ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board policy 2.1.1 Risk Management
- Bay of Plenty District Health Board policy 2.1.3 Hazard Management
- Bay of Plenty District Health Board policy 2.1.4 Incident Management
- Bay of Plenty District Health Board policy 5.1.11 Hazardous Substances Management
- Bay of Plenty District Health Board policy 5.1.11 Protocol 5 Cytotoxic Medications – Transport and Disposal

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