



STORAGE OF CHEMICALS HAZNO REQUIREMENTS



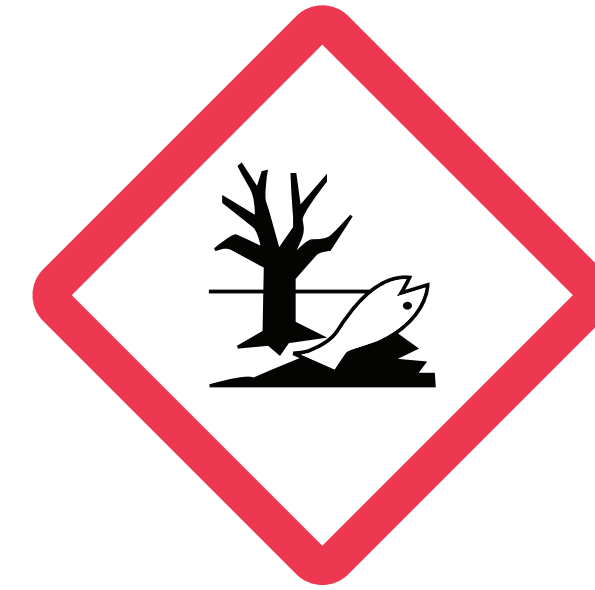
HEALTH & SAFETY AT WORK (HAZARDOUS SUBSTANCES) REGULATIONS 2017

A PCBU with management or control of a workplace where hazardous substances are present, must:

- ▶ Prepare and keep a list (an inventory) of all the hazardous substances used, handled, manufactured or stored at your workplace, including hazardous waste
- ▶ Keep the inventory up to date
- ▶ Make sure the inventory is available for emergency services attending the workplace.



WHAT IS A HAZARDOUS SUBSTANCE?



A hazardous substance is any product or chemical that has explosive, flammable, oxidising, toxic, corrosive or ecotoxic properties.

- ▶ **Explosive:** explodes or causes explosion.
- ▶ **Flammable:** ignites easily and burns rapidly.
- ▶ **Oxidising:** could be gaseous, solid or liquid and can cause or intensify fire and explosion.
- ▶ **Toxic:** can harm people if it enters the body through contact, being inhaled or ingested. The effects can range from mild to life threatening, and can be immediate or long term.
- ▶ **Corrosive:** can cause severe skin burns and eye damage.
- ▶ **Ecotoxic:** is toxic to the environment.



STEP 1 PREPARE AN INVENTORY

WHY DO YOU NEED AN INVENTORY?

An inventory will help to:

- ▶ Access information about your hazardous substances
- ▶ Work out what controls (e.g. measures to manage risks, such as signage and secondary containment) you need to put in place
- ▶ Plan your emergency procedures, tell emergency workers, compliance certifiers or health and safety inspectors what hazardous substances you have.



INVENTORY CONTENT

The inventory must include:

- ▶ The product or chemical name and United Nations (UN) number (if available)
- ▶ The maximum amount likely to be at the workplace
- ▶ The location
- ▶ Any specific storage and segregation requirements
- ▶ Safety data sheets



SAFETY DATA SHEETS

A current SDS (or a condensed version) must be available for all hazardous substances at your workplace, except hazardous waste.

Safety Data Sheets contain important information about substance identification – first aid – storage – spill response and suitable personal protective equipment.

You must obtain/produce an SDS for substances when they are first supplied/manufactured in your workplace.

SDS's must be reviewed every five years or when a significant change requires the review.



HAZARDOUS WASTE

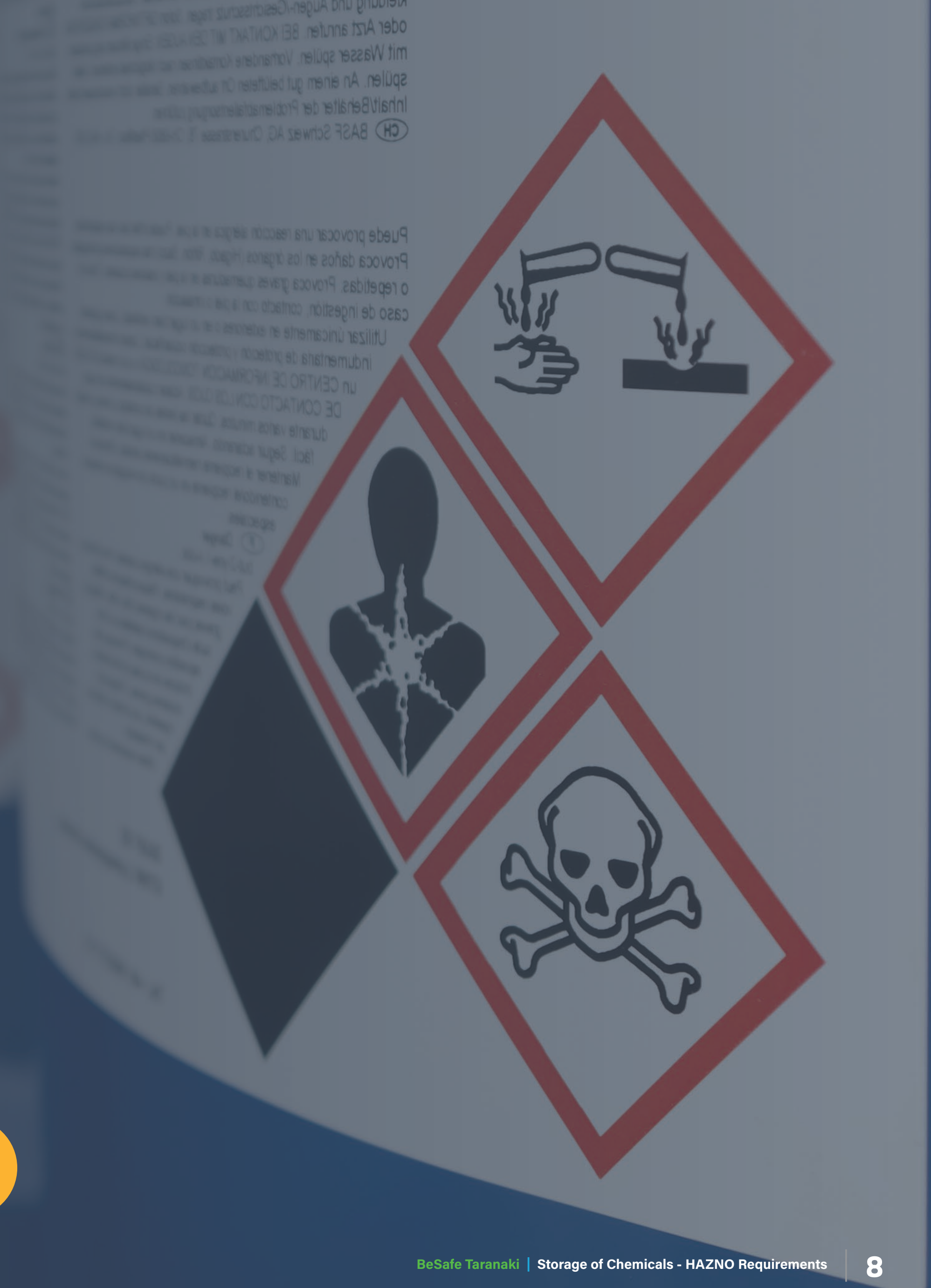
The inventory must also include hazardous waste.

This means waste likely to meet the classification criteria for substances with explosive, flammable, oxidising, toxic or corrosive properties in the Hazardous Substances (Classification) Notice 2017.

The inventory must include:

- ▶ an identifier describing the waste as closely as possible
- ▶ maximum quantity of waste likely to be held on site
- ▶ location
- ▶ specific storage and segregation requirements for the waste.

Hazardous waste does not require an SDS.



HAZARDOUS SUBSTANCES CALCULATOR

- ▶ The Hazardous Substances Calculator helps you create your inventory and tells you the controls you need to put in place.
- ▶ The Workbook gives you instructions for filling out your inventory and an inventory form. The form is set up so that you will record all of the information needed to use the Hazardous Substances Calculator.
- ▶ Your practical guide to working safely with hazardous substances describes what you need to do to be safe around hazardous substances and includes useful tables and checklists.



The Calculator can be found on the Hazardous Substances Toolbox at www.hazardoussubstances.govt.nz



STEP 2 ASSESS THE RISKS AND ELIMINATE OR MINIMISE THEM

APPLY THE CONTROLS FOR YOUR SUBSTANCE LISTED IN THE CALCULATOR

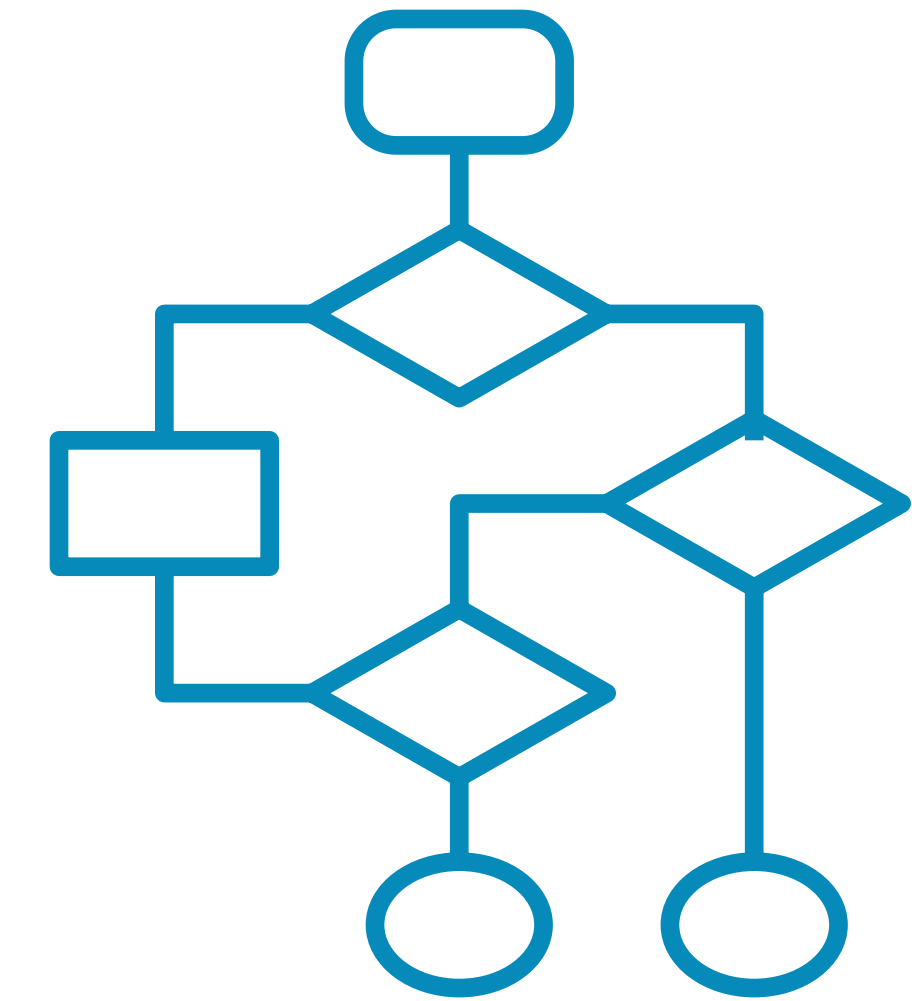
- ▶ Consider worker exposure to hazardous substances
- ▶ Where possible, eliminate or substitute hazardous substances in your workplace
- ▶ If you cannot eliminate or substitute the hazardous substances, minimise people's exposure
- ▶ Administration & PPE controls add more layers of protection for people working around hazardous substances



MINIMISING RISK

Ideally you should eliminate any substances you don't need. If you can't, consider (in this order):

- ▶ **Substitution:** Whether the substance could be replaced by one posing less risk, such as substituting solvent based inks with inks made from vegetable oil.
- ▶ **Isolation:** Isolating the hazard can prevent people coming into contact with it (eg spray painting in a fully automated booth).
- ▶ **Engineering control measures:** Apply physical control measures to minimise risk, such as closed-circuit systems.
- ▶ **Administrative controls:** Apply processes to make your workplace safer (eg job rotation to reduce the time someone is exposed to a hazardous substance), training, licensing and good signage.
- ▶ **Personal protective equipment (PPE):** A good supporting control measure is PPE. You must supply and ensure the use of personal protective equipment. For example, respirators can protect staff from inhaling hazardous substances. Note that PPE is not always fully effective. See the WorkSafe website for information on health monitoring.






STEP 3
**USE AND STORE
YOUR SUBSTANCES
SAFELY**

- ▶ Train your workers about the substances they use and how to protect themselves
- ▶ Provide workers with the correct safety gear
- ▶ Store only what you need
- ▶ Store your hazardous substances in labelled, leak-proof containers
- ▶ Store incompatibles separately
- ▶ Store gas cylinders safely
- ▶ Store oxidisers safely
- ▶ Be aware that flammable vapour can build up and accidentally ignite.



STEP 4
**GET READY FOR
AN EMERGENCY**



- ▶ **Have an annual emergency drill (not just a fire drill)**

- ▶ **Make sure workers know how to use the safety equipment, personal protective equipment and how to give first aid**

Be prepared for a spill





STEP 5 KEY CONTROLS



As well as generic controls that apply to all substances, the Hazardous Substances Calculator will tell you whether you need the following key controls:

- ▶ Certified handlers
- ▶ Emergency response plans
- ▶ Fire extinguishers
- ▶ Hazardous areas
- ▶ Location compliance certificates
- ▶ Secondary containment (bunding)
- ▶ Secured substances
- ▶ Signage
- ▶ Stationary container system compliance certificates
- ▶ Tracking





BE ALIGNED TARANAKI

