



## BRIDGEND TOWN COUNCIL

### Policy and procedure for the control of substances hazardous to health

**Version: 1.0**

#### **Introduction**

Hazardous substances can be brought into the premises for use in various activities and processes and can also be generated as a result of a process or activity. Exposure to hazardous substances can result in short and long term ill-health and injury, and even to fatalities.

The Town Council undertakes to:

- identify and maintain records of all hazardous substances used or created in the workplace and keep suppliers' safety data sheets available
- use safer substances where suitable substitutes exist
- risk assess work activities involving hazardous substances
- record the findings of the risk assessments, and review them periodically or when changes occur
- introduce effective control measures to ensure exposure to hazardous substances is prevented, where it is reasonably practicable, or adequately controlled to minimise the health risk
- take steps to ensure the use of control measures
- maintain control measures in effective working order and, where appropriate, ensure that they are periodically examined and tested
- undertake monitoring of exposure to hazardous substances, where appropriate
- place employees under suitable health surveillances in appropriate cases
- ensure that those responsible for managing work likely to result in exposure to hazardous substances are adequately trained and competent
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves or others from the harmful effects of hazardous substances
- ensuring that in appropriate cases suitable arrangements are in place for dealing with accidents, incidents and emergencies
- ensure no new substances are introduced into our work activities without approval of a designated manager, and before an assessment of the risk is carried out.

**Date Approved by Council:** \_\_\_\_\_

**Date for Review:** March 2019