source

MSDS Policy

v5 October 2025

A COSHH (Control of Substances Hazardous to Health) policy is a framework for managing and controlling the exposure to hazardous substances in the workplace to protect the health of employees and comply with legal requirements. Here's a comprehensive outline of the Source COSHH policy:

COSHH POLICY STATEMENT

Source is committed to protecting the health and safety of all employees, contractors, and visitors by effectively managing and controlling the exposure to hazardous substances.

We will comply with all relevant legislation and continually strive to improve our practices in line with industry standards.

Policy Objectives

- To identify all hazardous substances in the workplace.

- To conduct thorough risk assessments and implement appropriate control measures.

- To provide training and information to all employees regarding the hazards and safe handling of substances.

- To conduct health surveillance where necessary and maintain accurate records.

- To review and update our COSHH policy and procedures regularly.

1. *Introduction*

Purpose: To ensure the health and safety of all employees, contractors, and visitors by effectively managing and controlling hazardous substances.

Scope: Applies to all employees and covers all hazardous substances used, handled, stored, or produced within the workplace.

2. *Legal Framework*

Reference relevant legislation, such as the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended), Health and Safety at Work Act 1974, and any other pertinent regulations and guidelines.

3. *Responsibilities*

Employer/Management: Ensure the implementation and maintenance of the COSHH policy, provide necessary resources, and ensure compliance with regulations.

Supervisors/Managers: Enforce the policy within their departments, ensure risk assessments are conducted, and provide training.

Employees: Follow procedures, use control measures and personal protective equipment (PPE) as instructed, and report any issues related to hazardous substances.

4. *Hazard Identification*

Inventory: Maintain an up-to-date inventory of all hazardous substances.

Safety Data Sheets (SDS): Obtain and make accessible SDS for all hazardous substances.

Labelling: Ensure all containers are clearly labelled with the contents and associated hazards.

5. *Risk Assessment*

Process: Conduct thorough risk assessments for all hazardous substances, considering factors like exposure levels, routes of exposure, and potential health effects.

Review: Regularly review and update risk assessments, especially when new substances are introduced or processes change.

6. *Control Measures*

Elimination/Substitution: Wherever possible, eliminate the use of hazardous substances or substitute them with less hazardous alternatives.

Engineering Controls: Implement controls such as ventilation, enclosures, and automation to minimize exposure.

Administrative Controls: Establish safe work practices, including proper storage, handling procedures, and spill response plans.

PPE: Provide appropriate personal protective equipment, ensure its proper use, and maintain it in good condition.

7. *Training and Information*

Training Programs: Provide training on the hazards, safe handling, emergency procedures, and use of control measures and PPE.

Communication: Ensure all employees have access to information about hazardous substances and understand the risks and control measures.

8. *Health Surveillance*

Monitoring: Conduct health surveillance where necessary, based on the risk assessment and regulatory requirements.

Records: Maintain accurate health records for all employees exposed to hazardous substances.

9. *Emergency Procedures*

Spill Response: Develop and implement spill response procedures, including clean-up and disposal.

First Aid: Ensure first aid measures are in place and that staff are trained to respond to incidents involving hazardous substances.

10. *Review and Monitoring*

Regular Reviews: Periodically review and update the COSHH policy to ensure its effectiveness and compliance with current regulations.

Audits: Conduct regular audits to ensure that control measures are effective and being followed.

11. *Documentation*

Keep comprehensive records of risk assessments, control measures, training, health surveillance, and incidents related to hazardous substances.

12. *Review*

Review Date: Annual review (due date below)

Policy Review Date: 25/10/2025

Approved by: Dave Piper