

# Hazardous Substances Management

Document Control			
<b>Policy Manager:</b>	Safety & Wellbeing Manager	<b>Date First Approved:</b>	November 2020
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<b>Wintec Taxonomy</b>	People Management	<b>Next Review Date:</b>	Transitioning to Te Pūkenga

*Te Pūkenga is currently creating their national policy framework. As per the [grandparenting policy](#) any gaps in policy while the framework is being formalised will be addressed by the existing policy at this business division (Te Pūkenga ki Waikato). Unless a policy or procedure is identified as a risk to ākonga, kaimahi and Te Pūkenga, all existing Te Pūkenga ki Waikato policy will remain current until they are replaced or reformed under Te Pūkenga's policy framework. Where risk is identified the policy and or procedure will be reviewed by the appropriate business division policy manager.*

## 1. Purpose & Scope

The purpose of this subsidiary policy is to provide clarity on the responsibilities of assessing and managing health and safety risks concerning the storage, use, transportation, and disposal of hazardous substances across all parts of Wintec's business.

This scope of this policy includes all Wintec staff members, students, contractors (including sub-contractors and consultants) and visitors.

## 2. Policy Statement

We have a large, complex and varied business which produces a range of risks to staff, students, contractors and visitors. We have a legislative responsibility to ensure all significant risk is managed to As Low as Reasonably Practicable (ALARP) standards. We achieve this by ensuring all risk is assessed by competent people using an agreed methodology as per the requirements of the [Health and Safety at Work Act 2015](#) and the [Hazardous Substances Regulations 2017](#).

The objectives of safe use and handling of chemicals at Wintec are to:

- Ensure that risk of using chemicals is assessed and mitigation controls are put in place to reduce the likelihood of people, environment, assets or reputation being adversely affected
- achieve or surpass the requirements of the legislation
- encourage and implement best-practice and continuous improvement behaviours, and
- plan for and purchase the correct quantities of substances in a fiscally and environmentally responsible way to avoid unnecessary purchase, storage and disposal fees.

Wintec is committed to ensuring that no persons are affected adversely as a result of sub-standard processes around the use, transportation of, storage of and disposal of hazardous substances.

## 3. Key Roles & Expectations

This subsidiary policy and related procedure are managed by the Safety and Wellbeing Manager and owned by the Director of People and Culture. While staff from the Safety and Wellbeing team are primarily responsible for its successful implementation, there is a requirement on all Wintec staff to familiarise themselves with the contents of this policy, particularly around effective safe use of hazardous substances in use at Wintec or in areas where hazardous substances are used by Wintec staff and contractors.

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<b>Substances Register</b>	<p>for the hazardous substance. Sometimes called the Hazardous Substance Site Portfolio Storage and Use Plan. Saved in Vault</p> <p><b>Note:</b> This should be in a place which is accessible quickly in the event of an emergency.</p>
<b>SDS</b>	<p>Safety Data Sheets. A legal document which is required to be available with the hazardous substance and covers the elements of safe use including how the substance should be used, how it affects health and safety in the workplace, and how these risks are managed. It also advises what personal protection and signage are required as well as what storage requirements are necessary. An SDS must be reviewed no less than once every five years. Every hazardous substance used at Wintec must have an accompanying SDS.</p>
<b>Safe Systems of Work</b>	<p>The design of work in which the Safety and Wellbeing risks to employees have been controlled. This can include the process, pace and flow of the work, the work practices used, the design and use of plant and equipment, and the effect of environmental factors.</p>
<b>Site-Specific Safety Plan</b>	<p>The SSSP is an agreement between businesses working on a specific site that determines how Safety and Wellbeing will be managed. It ensures that relevant site information is regularly updated, and safety is monitored.</p>
<b>PPE</b>	<p>Personal Protective Equipment.</p>
<b>JSA</b>	<p>A Job Safety Analysis is a procedure which helps integrate accepted safety and wellbeing principles and practices into a task or job operation. In a JSA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job.</p>
<b>Test Location certificate</b>	<p>This is a legal requirement where an organisation is using large volumes of hazardous substances. Both WorkSafe NZ and local councils are the enforcement officers for compliance to test location certificates. These are required to be renewed at 12-month intervals.</p>

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## 10. Records Management

In line with the Public Records Act 2005, Wintec is required to provide a records management programme to ensure that authentic, reliable, and usable records are created, captured and managed to a standard of best practice and to meet business and legislative requirements. All records relevant to a specific policy need to be listed in every policy in the following format:

Record	Minimum Retention Period	Disposal Action	GDA Reference #
This policy	7 years after date of last action	Destroy	5.1.2
Incident investigation reports	10 years after date of last action or when all conditions have been met and administratively no longer required for reference purposes	Destroy	10.6.2
Job Safety Analysis (operational)	7 years after work completed	Destroy	10.6.2
Job Safety Analysis (significant)	10 years after date of last action or when all conditions have been met and administratively no longer required for reference purposes	Destroy	10.6.3
Emergency response trials	7 years after date of last action	Destroy	10.6.2
Site-Specific Safety Plans (SSSP)	7 years after work completed	Destroy	10.6.2
Master Hazardous Substance Register (In Vault)	10 years after date of last action or when all conditions have been met and administratively no longer required for reference purposes	Destroy	10.6.3





## 11. Version History

Version	Date Approved	Details
1	December 1996	Hazard Management (EXA 3/96) first published. Hazardous Substances are a part of wider policy around hazard management.
2	December 2011	Updated, unspecified changes. .
3	November 2020	Specific policy relating to Hazardous Substances Management approved after specific law changes. New policy template, new policy number: OP-19/08. Published March 2021.

# Hazardous Substances Management

## Appendix One: Hazardous Substances Classes Glossary Quick Reference

Reviewed: November 2020

CLASS	DESCRIPTION	SUB CLASS'S & DETAILS
<b>CLASS 1</b> 	EXPLOSIVES	<ul style="list-style-type: none"><li>1.1 Substances and articles that have a mass explosion hazard</li><li>1.2 Substances and articles that have a projection hazard but not a mass explosion hazard</li><li>1.3 Substances and articles that have a fire hazard and either a minor blast hazard or a minor projection hazard, or both, but not a mass explosion hazard</li><li>1.4 Substances and articles that present no significant explosive hazard</li><li>1.5 Very insensitive substances that have a mass explosion hazard</li><li>1.6 Extremely insensitive articles that do not have a mass explosion hazard</li></ul>
<b>CLASS 2</b> 	FLAMMABLE GAS AND AEROSOL	<ul style="list-style-type: none"><li>2.1.1 A Flammable gas - high hazard</li><li>2.1.1 B Flammable gas - medium hazard</li><li>2.1.2 A Flammable aerosol</li></ul>
<b>CLASS 3</b> 	FLAMMABLE LIQUIDS	<ul style="list-style-type: none"><li>3.1 A Flammable liquid - very high hazard</li><li>3.1 B Flammable liquid - high hazard</li><li>3.1 C Flammable liquid - medium hazard</li><li>3.1 D Flammable liquid - low hazard</li></ul>
<b>CLASS 4</b> 	FLAMMABLE SOLIDS	<p><b>Readily combustible solids, self-reactive substances and desensitised explosives</b></p> <ul style="list-style-type: none"><li>4.1.1 A Readily combustible solids and solids that may cause fire through friction: medium hazard</li><li>4.1.1 B Readily combustible solids and solids that may cause fire through friction: low hazard</li></ul>

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- 4.1.2A Self-reactive substances: type A
- 4.1.2B Self-reactive substances: type B
- 4.1.2C Self-reactive substances: type C
- 4.1.2D Self-reactive substances: type D
- 4.1.2E Self-reactive substances: type E
- 4.1.2F Self-reactive substances: type F
- 4.1.2 G Self-reactive substances: type G
- 4.1.3 A Solid desensitised explosives: high hazard
- 4.1.3B Solid desensitised explosives: medium hazard
- 4.1.3C Solid desensitised explosives: low hazard



## Spontaneously combustible substances and solids that emit flammable gas

- 4.2A Spontaneously combustible substances: pyrophoric substances: high hazard
- 4.2B Spontaneously combustible substances: self-heating substances: medium hazard
- 4.2C Spontaneously combustible substances: self-heating substances: low hazard
- 4.3A Solids that emit flammable gas when in contact with water: high hazard
- 4.3B Solids that emit flammable gas when in contact with water: medium hazard
- 4.3C Solids that emit flammable gas when in contact with water: low hazard

## CLASS 5

## OXIDISING SUBSTANCES



## Oxidising substances

- 5.1.1A Oxidising substances that are liquids or solids: high hazard
- 5.1.1 B Oxidising substances that are liquids or solids: medium hazard
- 5.1.1 C Oxidising substances that are liquids or solids: low hazard
- 5.1.2 A Oxidising substances that are gases



## Organic peroxides

- 5.2A Organic peroxides: type A
- 5.2B Organic peroxides: type B

# Hazardous Substances Management

- 5.2C Organic peroxides: type C
- 5.2D Organic peroxides: type D
- 5.2E Organic peroxides: type E
- 5.2F Organic peroxides: type F
- 5.2G Organic peroxides: type G

## CLASS 6



## TOXIC SUBSTANCES TO PEOPLE

### Acutely toxic

- 6.1A Substances that are acutely toxic - Fatal
- 6.1B Substances that are acutely toxic - Fatal
- 6.1C Substances that are acutely toxic - Toxic
- 6.1D Substances that are acutely toxic - Harmful
- 6.1E Substances that are acutely toxic – May be harmful, aspiration hazard

### Skin irritant

- 6.3A Substances that are irritating to the skin
- 6.3B Substances that are mildly irritating to the skin

### Eye irritant

- 6.4 A Substances that are irritating to the eye

### Sensitisation

- 6.5 A Substances that are respiratory sensitisers
- 6.5 B Substances that are contact sensitisers

### Mutagens

- 6.6 A Substances that are known or presumed human mutagens
- 6.6 B Substances that are suspected human mutagens

### Carcinogens

- 6.7 A Substances that are known or presumed human carcinogens
- 6.7 B Substances that are suspected human carcinogens

### Reproductive/developmental toxicants

- 6.8 A Substances that are known or presumed human reproductive or developmental toxicants
- 6.8 B Substances that are suspected human reproductive or developmental toxicants
- 6.8 C Substances that produce toxic human reproductive or developmental effects on or via lactation



# Hazardous Substances Management

## CLASS 7

## RADIOACTIVE



### Target organ toxicants

6.9A Substances that are toxic to human target organs or systems

6.9B Substances that are harmful to human target organs or systems

Category I

Category II

Category III

## CLASS 8

## CORROSIVE SUBSTANCES



### Metal corrosive

8.1 A Substances that are corrosive to metals

### Skin corrosive

8.2 A Substances that are corrosive to dermal tissue (UN PGI)

8.2 B Substances that are corrosive to dermal tissue (UN PGII)

8.2 C Substances that are corrosive to dermal tissue (UN PGIII)

### Eye corrosive

8.3 A Substances that are corrosive to ocular tissue

## CLASS 9

## TOXIC SUBSTANCE TO ENVIRONMENT



### Aquatic ecotoxic

9.1 A Substances that are very ecotoxic in the aquatic environment

9.1 B Substances that are ecotoxic in the aquatic environment

9.1 C Substances that are harmful in the aquatic environment

9.1 D Substances that are slightly harmful to the aquatic environment or are otherwise designed for biocidal action

### Soil ecotoxic

9.2 A Substances that are very ecotoxic in the soil environment

9.2 B Substances that are ecotoxic in the soil environment

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9.2 C Substances that are harmful in the soil environment

9.2 D Substances that are slightly harmful in the soil environment

## **Terrestrial vertebrate ecotoxic**

9.3 A Substances that are very ecotoxic to terrestrial vertebrates

9.3 B Substances that are ecotoxic to terrestrial vertebrates

9.3 C Substances that are harmful to terrestrial vertebrates

## **Terrestrial invertebrate ecotoxic**

9.4 A Substances that are very ecotoxic to terrestrial invertebrates

9.4 B Substances that are ecotoxic to terrestrial invertebrates

9.4 C Substances that are harmful to terrestrial invertebrates