

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

AIMS OF SECTION

- ▶ To ensure exposure to hazardous substances is prevented or controlled.
- ▶ To provide the basis for the hotel to control the risks from hazardous substances.
- ▶ To provide a format for carrying out assessments of substances.

INSTRUCTIONS

- ▶ Make a list of all substances that have the potential to be hazardous which are present on site – **FORM 1: INVENTORY OF HAZARDOUS SUBSTANCES**. This is best described as any product that contains a warning sign on the label.



toxic/very



corrosive



irritant/harmful

The most common substances found in the hospitality industry that have warning labels are the cleaning agents and maintenance products. *Check all suspected products.*

- ▶ For each of these products a **FORM 2: RISK ASSESSMENT** must be carried out. The hazard classification should be ticked as appropriate.
- ▶ If the use of the substance can be discontinued, then this should occur. If not, a less hazardous substitute may be available. Finally, control measures will need to be implemented to ensure the risk is kept to a minimum.
- ▶ Obtain as much information as possible about each product. Tick the box under the hazards that are applicable. Every manufacturer or supplier has a legal duty to provide **SAFETY DATA SHEETS**. A Safety Data Sheet for each of the substances in use should be obtained. Further information may be carried of the label on the product.
- ▶ Find out how and where the substance is being used in the hotel, and what precautions staff are taking when they use the substance. Be particularly careful when the substances are to be used in confined areas, or with other substances at the same time or on hot surfaces.







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- ▶ Compare the safety precautions that are recommended by the manufacturer, with those that are currently being employed within the hotel.
- ▶ There may be a difference in standards. Can you employ the safety conditions recommended by the manufacturer? If yes then the new safety precautions are to be written down and supplied to those people using the substance.
- ▶ Training regarding these new methods must be carried out.
- ▶ All Safety Data Sheets and Risk Assessment Forms should either be placed in this section of the manual or held within a separate folder (usually supplied by the substance provider).
- ▶ Before any future substances are introduced an risk assessment must be made.
- ▶ All staff who use hazardous substances must be trained and a record of training should be kept using the training summary form **FORM 3: TRAINING ON HAZARDOUS SUBSTANCES**. Alternatively, the trainer may provide a written record.

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FORM 2: RISK ASSESSMENT

SUBSTANCE:

						Other - specify
Toxic	Very toxic	Corrosive	Harmful	Irritant	Flammable	

Question	Yes/No	Action to be taken	Date completed
Can the use of the substance be avoided altogether?			
Can the substance be substituted for one less harmful? (If either answer above is "yes" then remove or substitute as appropriate)			
Is a Safety Data Sheet available?			
Has each user received proper training/information?			
How and where is the substance used?			
Are the controls specified by the supplier on the Safety Data Sheet being followed?			
First aid measures – specify details:			
Fire fighting measures – specify details:			
Accidental release measures – specify details:			
Handling and storage measures – specify details:			
Exposure controls and personal protection – specify details:			

ASSESSOR	DATE	REVIEW DATE

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FORM 3: HAZARDOUS SUBSTANCES TRAINING RECORDS

NAME :

DEPARTMENT :

POSITION :

DATE OF TRAINING	HAZARDOUS SUBSTANCE	TRAINEE'S SIGNATURE	TRAINER'S SIGNATURE