**[Company Name] Responsible Chemicals Management Commitment**

**Our Mission:**

Through the responsible management of chemicals and materials used at our facilities, and incorporated into our products, [Company Name] strives to reduce environmental and occupational health and safety risks associated with chemical exposures and hazardous wastes.

**Our Company is Committed to:**

* Safely and responsibly sourcing and managing chemicals purchased, used in production, and disposed of after use.
* Striving to reduce the consumption of hazardous materials.
* Following all applicable laws and regulations related to chemicals management and discharges to the environment.
* Ensuring all chemical hazards are communicated to all levels of staff.
* [insert other relevant chemical management commitments]

[Top Management acknowledgement and signature]

Chemicals Management Policy:

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| --- | --- |
| **Document name:**  | *Chemicals Management Policy* |
| **Date issued:**  | *dd/mm/yyyy*  |
| **Version:**  | *X.X* |
| **Previous review dates:**  | *dd//mm/yyyy* |
| **Next review date:**  | *dd//mm/yyyy* |
| **List of related regulatory and other requirements:**  | *Management and Control of Hazardous Substances Regulation, 2010* *Classification, Labelling and Packaging Regulation, 2017* *[list any additional legal/other requirements]* |

# Scope

This policy outlines [Company Name] requirements for the safe and responsible management of all hazardous substances used or brought on-site. This policy applies to all management and staff. Relevant sections of this policy also apply to contractors performing work on-site that involves the use of hazardous substances or work in areas where hazardous substances are present.

This Policy have been developed to ensure:

* The health and safety of all staff and contractors
* Compliance with regulatory requirements regarding hazardous substances
* Protection of the surrounding environment
* [insert other relevant chemical management objectives]

# Responsibilities

General responsibilities relating to the safe management of hazardous substances within the company are outlined below:

## Management/Leadership Team

 [insert relevant responsibilities here]

## Environmental Health and Safety (EHS) Manager

 [insert relevant responsibilities here]

## Supervisors and Line Managers

[insert relevant responsibilities here]

## Employees

 [insert relevant responsibilities here]

# Chemical Purchasing

The (Name of responsible person and/or position) will ensure that the following actions are completed prior to the purchase of any new chemicals:

* Obtain a compliant Safety Data Sheet (SDS) for the substance
* Ensure an appropriate risk assessment is conducted by (Name of responsible person and/or position). The risk assessment should include a review of all regulatory requirements/restriction, RSL/MRSL requirements, occupational and environmental exposure risks.
* [insert other relevant duties here]

# Safety Data Sheets

The (Name of responsible person and/or position) is responsible for establishing and monitoring the company SDS (formerly MSDS, material safety data sheet) program. He/she will ensure that procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an SDS is **not** received at the time of initial shipment:

[Describe procedure to be followed here]

Copies of SDSs for all hazardous substances to which employees and staff are exposed or are potentially exposed will be kept in [identify location(s)].

When revised SDSs are received, the following procedures will be followed to replace old SDSs:

[Describe procedures here]

# Risk Assessment for Hazardous Substances

The (Name of responsible person and/or position) will ensure all EHS hazards and risks associated with the hazardous substances have been evaluated and that appropriate controls have been identified. The documented risk assessment will be included in the [EHS Risk Assessment Documentation]. Priority to hazard elimination, substitution and engineering controls shall take precedent over administrative controls and the use of personal protection equipment (PPE)

# Chemical Inventory

The (Name of responsible person and/or position) will ensure details of all hazardous substances purchased for use on-site are entered in the Chemical inventory. The following information will be included in the chemical inventory

* Substance name
* Chemical Abstract System (CAS) number
* Supplier
* Quantity purchased/stored on-site
* Hazard Classification
* 10. Any special storage/disposal requirements e.g. shelf life, storage temperature, chemical incompatibility.
* [insert other relevant information requirements here]

The chemical inventory is will be reviewed when new or additional quantities of chemicals are purchased or at minimum [insert frequency].

# Labelling

(Name of responsible person and/or position) will verify and ensure that all containers received for use and secondary containers will be clearly labeled as to describe the contents and hazards they contain. Including the following:

* Pictogram: a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e., a red diamond).
* Signal words: a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are “Danger” and “Warning.” “Danger” is used for the more severe hazards, while “Warning” is used for less severe hazards.
* Hazard statement: a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
* Precautionary statement: a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical.

# Storage

The (Name of responsible person(s) and/or position(s)) will ensure that all hazardous substance storage areas have been assessed with regards the potential risks of the hazards present, the physical and chemical properties, and the quantities of the substances stored. The assessment should consider the type of storage that is required, the potential impacts of fire and the general health and safety of persons working in the area. The following requirements will be complied with in all hazardous substance storage areas:

* Area is secured and covered.
* Containers are stored on impervious surfaces (i.e. epoxy treated surfaces).
* Secondary containment units are in place.
* Area is well ventilated.
* Accessible safety shower/eye wash nearby (within 30 meters).
* Restriction on drinking, eating, and smoking.
* Spill kits with materials for containment and absorption.
* Fire‐fighting equipment, fire hoses, and/or fire extinguishers.
* Signs indicating PPE required to work in area.
* Incompatible materials are segregated.
* Flammable and combustible materials are stored away from ignition or heat sources.
* Regular [insert frequency] inspections conducted by (Name of responsible person and/or position).
* [insert other facility specific storage requirements here]

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# Emergency Response

The (Name of responsible person(s) and/or position(s)) will ensure that appropriate emergency management provisions are available for use in the event of a chemical emergency (i.e. spill or exposure). The emergency response equipment should include:

* spill kits or containment equipment
* safe work procedures for spills or release of chemicals
* fire blankets/extinguishers
* first aid kits
* eye wash stations/eye wash kits/emergency showers
* emergency shutdown procedures for equipment
* appropriate numbers of trained emergency personnel and first aiders
* appropriately displayed emergency contact details
* PPE
* [insert other facility specific emergency response equipment here]

# Disposal of Hazardous Substances

The (Name of responsible person(s) and/or position(s) will ensure that chemical wastes are properly packaged, labelled and stored in suitable designated areas. Labelling will include the material identifier and a hazard pictogram with the correct classification of the chemical (if relevant). Chemical waste will not be mixed with other waste. PPE must be used when handling chemical waste as per the SDS or risk assessment findings.

The (Name of responsible person and/or position) will ensure all hazardous substances are disposed of by qualified contractors who have obtained legal approval to collect, transport, and dispose of each specific hazardous waste category as defined by local law.

# Training

The (Name of responsible person(s) and/or position(s)) will ensure staff are provided with suitable instruction and training to enable them to work safely with hazardous substances. (Name of responsible person and/or position) will also ensure that staff providing training is sufficiently skilled and competent to provide the necessary training. All staff will receive training on the following:

* Hazards of substances used
* Risks to health presented using those substances
* Relevant workplace exposure limits
* Relevant safety data sheet (SDS) information
* The significant findings risk assessments
* Precautions to be taken to prevent or reduce exposure
* Proper use of equipment and control measures.
* Proper disposal methods for hazardous substances
* [insert other facility specific training requirements]

# Related Documentation

[Insert list of relevant/related company documentation]

* Chemical inventory list
* EHS risk assessment
* etc..

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