

G103

COSHH essentials



The Control of Substances Hazardous to Health Regulations 2002 (COSHH) require employers to ensure that exposure is prevented or, where this is not reasonably practicable, adequately controlled. This guidance gives practical advice on how this can be achieved by applying the principles of good practice for the control of exposure to substances hazardous to health, as required by COSHH.

It is aimed at people whose responsibilities include the management of substances hazardous to health at work (eg occupational health specialists, anyone undertaking COSHH assessments, supervisors and is also useful for trade union and employee safety representatives). It will help you carry out COSHH assessments, review existing assessments, deliver training and supervise activities involving substances hazardous to health.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

See Essential information near the end of the sheet.

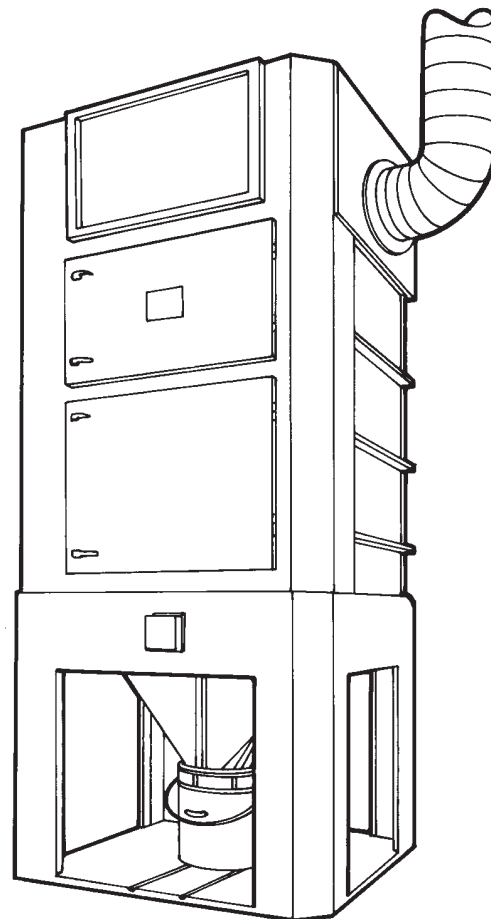
Removing waste from a dust extraction unit

Control approach 1 General ventilation

What this sheet covers

This sheet describes good control practice when removing waste from a dust extraction or air cleaning unit.

It covers the points you need to follow to reduce exposure to an adequate level. Follow all the points, or use equally effective measures.



Access to work area

- ✓ Allow access to authorised and appropriately trained people only.

Equipment and procedures

- ✓ Where possible, locate the dust extraction unit outside of the main working area, but away from draughts and the prevailing wind.
- ✓ Consider the need for explosion relief for combustible solids and ensure that equipment is appropriately earthed.
- ✓ Determine how often the waste bin will require emptying. Use a bin liner where feasible.

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- ✓ Consider how the bin will be moved for emptying and provide mechanical help if necessary.

Respiratory protective equipment (RPE)

- ✓ RPE normally not needed.
- ✓ RPE may be needed for some cleaning and maintenance activities or if the waste bin is emptied by tipping out the dust.

Personal protective equipment (PPE)

- ✓ Chemicals identified by COSHH Essentials as **hazard group S** can damage the skin and eyes, or enter the body through the skin and cause harm. Check the safety data sheets to see what PPE is needed.
- ✓ Ask your supplier to advise on suitable protective equipment.
- ✓ Make suitable arrangements for maintenance, storage and replacement of PPE.

Personal decontamination

- ✓ Provide warm water, mild skin cleansers, and soft paper or fabric towels for drying. Avoid abrasive cleansers.
- ✓ Provide pre-work skin creams, which will make it easier to wash dirt from the skin.
- ✓ Provide after-work creams to replace skin oils.

Caution: 'Barrier creams' are not 'liquid gloves' and they do not provide a full barrier.

Maintenance, examination and testing

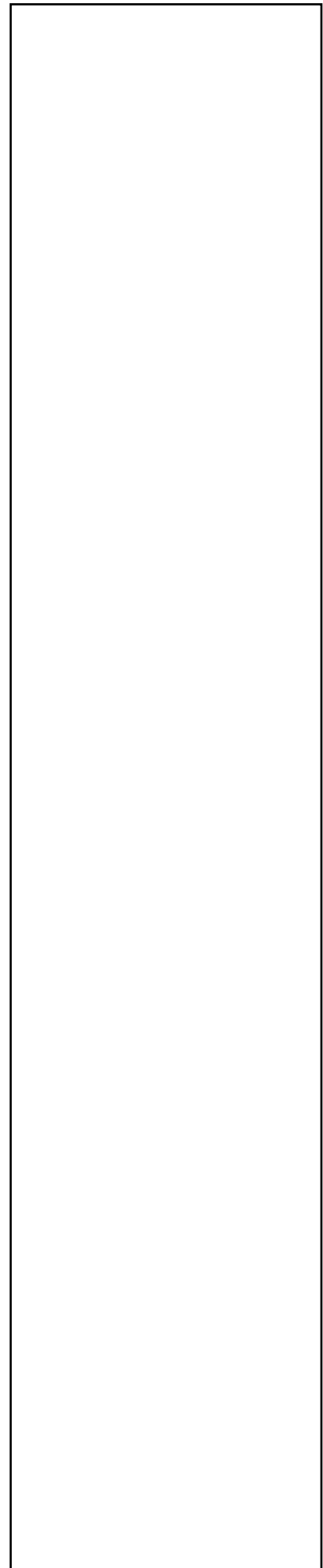
- ✓ Keep all equipment used for the task in effective working order. Maintain it as advised by the supplier or installer.
- ✓ Check for signs of damage to control equipment before starting work.
- ✓ Visually check all equipment at least once a week for signs of damage or faults.
- ✓ Have equipment thoroughly examined and tested against its performance standard, at suitable intervals.
- ✓ Keep records of all examinations for at least 5 years.
- ✓ Don't forget you may need PPE for some maintenance tasks.

Cleaning and housekeeping

- ✓ Ensure the bin is emptied on a regular basis.
- ✓ Never allow the waste bin to overflow.
- ✓ Tie up bin liners when emptying, otherwise provide a lid to put on the waste bin when it is moved.
- ✓ Clean work equipment and the work area outside the defined storage area daily. Clean other equipment regularly – at least once a week.
- ✓ Deal with spills immediately.
- ✓ Vacuum dry dust or use wet cleaning methods.

Training and supervision

- ✓ Provide supervision – ensure that safe work procedures are followed.
- ✓ Tell workers about the hazards associated with their work.
- ✓ Provide workers with training on:
 - working safely with hazardous substances;



- when and how to use controls;
 - how to check they are working; and
 - what to do if something goes wrong.
- ✓ Consider keeping training records.
- ✓ Involve managers and supervisors in health and safety training.

Essential information

General advice on chemicals causing harm via skin or eye contact COSHH Guidance Sheet S100 HSE Books 2015
www.hse.gov.uk/pubns/guidance/s100.pdf

Selection of personal protective equipment COSHH Guidance Sheet S101 HSE Books 2015 www.hse.gov.uk/pubns/guidance/s101.pdf

Further information

Safety data sheets

Safe handling of combustible dusts. Precautions against explosions HSG103 HSE Books 2003 www.hse.gov.uk/pubns/books/hsg103.htm

You can find the full COSHH essentials series at www.hse.gov.uk/coshh/essentials/index.htm

Occupational Safety and Health Consultants Register www.oshcr.org/

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

Employee checklist

- Empty the bin on a regular basis – as instructions and before it overfills.
- Stand upwind when removing the waste bin from the extraction unit.
- If a bin liner is used, tie it up before moving it.
- If a liner is not used, empty the bin carefully and keep the tipping height as low as possible to avoid creating a dust cloud.
- Look for signs of leaks, wear and damage before every job.
- If you find any problems, tell your supervisor. Don't just carry on working.
- Wash your hands before starting the job, and before eating, drinking, smoking or using the lavatory.
- Don't use solvents to clean your skin.
- Clear up spills immediately. For liquids, contain or absorb spills with granules or mats. For solids, use vacuum or wet cleaning.
- Dispose of spills safely.
- Use, maintain and store your PPE in accordance with instructions.

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Published by the Health and Safety Executive 01/18