



## Control approach 1

# Removing waste from a dust extraction unit

103

## General ventilation



This guidance sheet is aimed at employers to help them comply with the requirements of

the Control of Substances Hazardous to Health Regulations 2002 (COSHH) by controlling exposure to chemicals and protecting workers' health.

The sheet is part of the HSE guidance pack *COSHH essentials: easy steps to control chemicals*. It can be used where the guide recommends control approach 1 (general ventilation) as the suitable approach for your chemical(s) and task(s).

This sheet provides advice on removing waste from a dust extraction or air cleaning unit. It describes the key points you need to follow to help reduce exposure to an adequate level.

It is important that all the points are followed.

Some chemicals can also be flammable or corrosive. Where they are, your controls must be suitable for those hazards too. Look at the safety data sheet for more information.

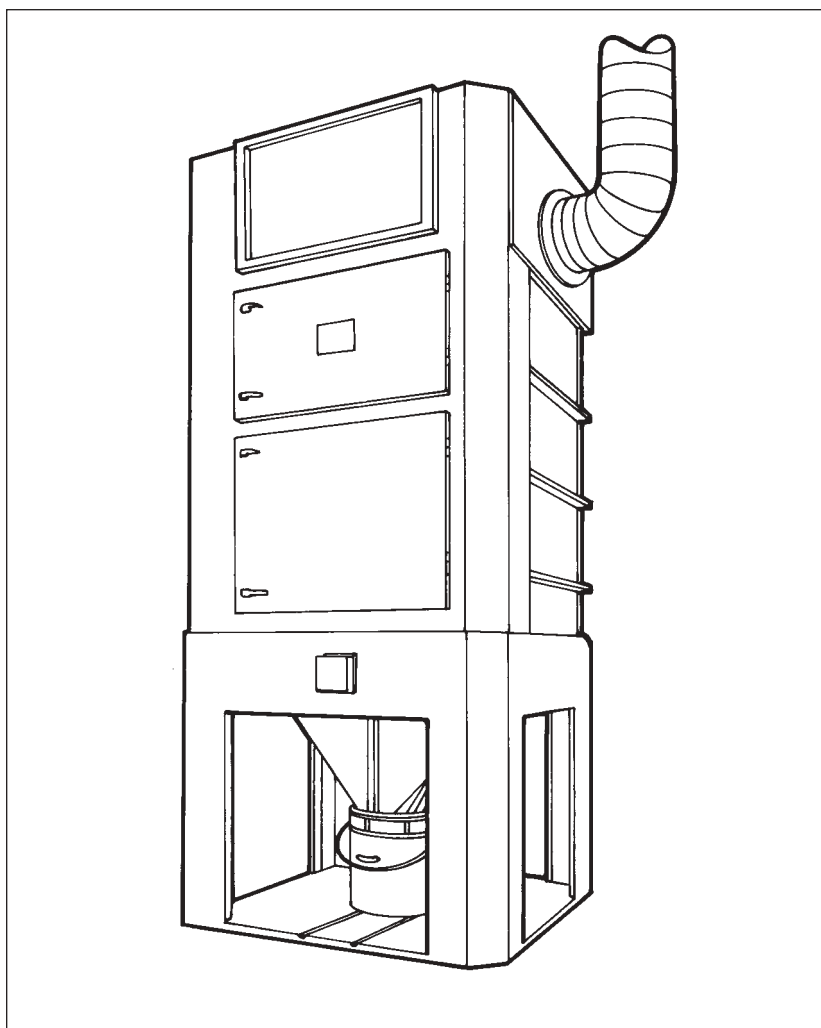
Depending on the scale of work, releases into the atmosphere may be regulated within the pollution prevention and control (PPC) framework. You should consult your local authority or the Environment Agency. In Scotland, consult the Scottish Environment Protection Agency (SEPA). They will advise you if PPC legislation applies to your company, and about air cleaning and discharging emissions into the air. Otherwise, minimise emissions into the air.

## Access

- ✓ Restrict access to the area, particularly when maintaining and emptying the dust extraction unit.

## Design and equipment

- ✓ 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.
- ✓ Consider how the bin will be moved for emptying and provide mechanical help if necessary.
- ✓ Dispose of waste in accordance with environmental legislation.
- ✓ You can re-circulate clean filtered air into the workroom.



## Maintenance

- ✓ Ensure equipment used in the task is maintained as advised by the supplier/installer in effective and efficient working order.

## Examination and testing

- ✓ Get information on the design performance of the extraction unit from the supplier. Keep this information to compare with future test results.
- ✓ Check associated ventilation equipment is in working order, at least once a week.
- ✓ Get the associated ventilation equipment examined and tested against its performance specification.
- ✓ Keep records of all examinations and tests for at least five years.

## Cleaning and housekeeping

- ✓ Ensure the bin is emptied on a regular basis.
- ✗ Do not allow the waste bin to overflow.
- ✓ 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 - once a week is recommended.
- ✓ Deal with spills immediately.
- ✗ Don't clean up with a dry brush or compressed air. Vacuum or wet mop.

## Personal protective equipment (PPE)

- ✓ Materials allocated to **hazard group S** can harm the skin and eyes or enter the body through the skin and cause harm. See CGS S100 and S101 for more specific advice. Check the safety data sheets to see what personal protective equipment is needed.
- ✓ Ask your safety clothing supplier to help you select suitable protective equipment.
- ✓ Respiratory protective equipment may be necessary for emptying the waste bin.
- ✓ Keep any PPE clean and replace at recommended intervals.

## Training

- ✓ Give workers information on the harmful nature of the substance.
- ✓ Provide them with training on: handling chemicals safely; checking controls are working and using them; when and how to use any PPE you provide; and what to do if something goes wrong.

## Supervision

- ✓ Have a system to check that control measures are in place and being followed.

## Further information

- Safety data sheets
- *Maintenance, examination and testing of local exhaust ventilation* HSG54 (second edition) HSE Books 1998 ISBN 0 7176 1485 9
- *Controlling airborne contaminants in the workplace* Technical guide no 7 British Occupational Hygiene Society 1987 ISBN 0 9059 2742 7
- *Safe handling of combustible dusts. Precautions against explosions* HSG103 HSE Books 1994 ISBN 0 7176 0725 9
- Control guidance sheets 101, S100 and S101

## Employee checklist for making the best use of the controls

- Empty the bin on a regular basis - as per instructions - and before it overfills.
- Stand upwind when removing the waste bin from the extraction unit.
- Put the lid on the bin before moving it.
- Empty the waste bin carefully and keep the tipping height as low as possible to avoid creating dust clouds.
- Look for signs of damage, wear or poor operation of any equipment used. If you find any problems, tell your supervisor. Do not carry on working if you think there is a problem.
- Wash your hands before and after eating, drinking or using the lavatory.
- Clear up spills immediately. Use vacuum cleaning or wet mopping. Dispose of spills safely.
- Use, maintain and store any PPE provided in accordance with instructions.



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