

G204

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

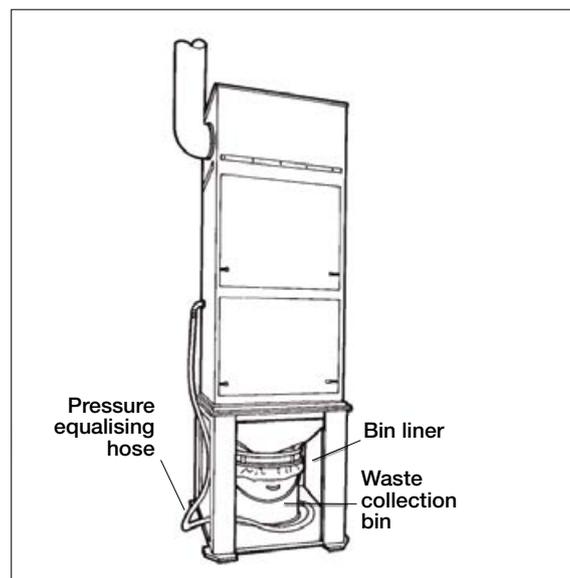
Control approach 2 Engineering control

What this sheet covers

This sheet provides good practice advice on using laminar flow booth. It can be applied to many medium-scale tasks using solids or liquids, eg. weighing or mixing. 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.

When substances are flammable or corrosive your controls must be suitable for those hazards. Look at the safety data sheet for more information.



Access to work area

- ✓ Allow access to authorised and appropriately trained persons only

Equipment and procedures

- ✓ Where possible, locate the extraction unit outside of the main work area, but away from draughts and the prevailing wind.
- ✓ Provide workers with training on: handling chemicals safely; checking controls are working and how and when to use them.
- ✓ Have a pressure equalising mechanism at the base of the waste bin to prevent the bag being sucked out.
- ✓ Determine how often the waste bin will require emptying.
- ✓ Consider providing a shut-off valve to isolate the bin for removal.
- ✓ Consider how the bin will be lifted for emptying, and provide mechanical help if necessary.
- ✓ Provide an easy way of checking the LEV is working, eg. airflow indicator or equivalent.
- ✓ With dusts you can re-circulate clean, filtered air into the workroom.
- ✓ Ensure all components are appropriate for the materials being captured ie suitable for explosive, corrosive and flammable substances.

Maintenance, examination and testing

- ✓ Keep all equipment used for the task in effective working order. Maintain it as advised by the supplier or installer.
- ✓ Follow any special procedures before any systems are opened or entered, eg purging or cleaning. Don't forget you may need PPE for some maintenance tasks.
- ✓ Visually check all equipment at least once a week for signs of damage or faults.
- ✓ For LEV systems, a user manual or log book is helpful in setting out the frequency of checking, maintenance or parts replacement.
- ✓ For LEV systems with no user manual or log book, you may need the help of a competent person. They can determine the performance needed for adequate control.
- ✓ Keep records of all examinations for at least 5 years.

Caution: You may need to use permit-to-work procedures.

- ✓ LEV systems require a statutory 'thorough examination and test' (TE_XT).
- ✓ Get a competent person to perform the TE_XT at least every 14 months.
- ✓ HSG258 provides more detailed information on LEV systems and legal and competence requirements.

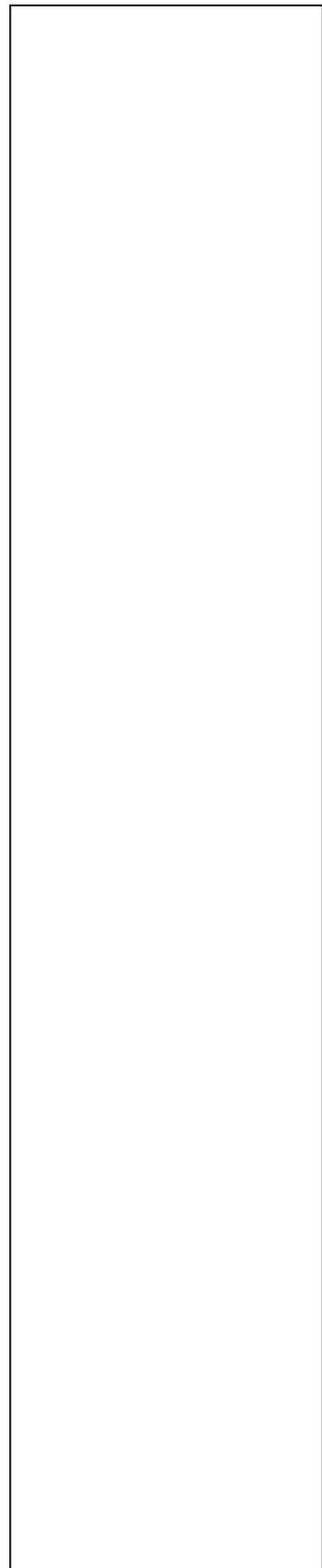
Cleaning and housekeeping

- ✓ Clean equipment and the work area daily. Clean other equipment and the workroom regularly - once a week is recommended.
- ✓ Deal with spills immediately - use suitable protective gloves. You may also need RPE.
- ✓ Ensure the bin is emptied on a regular basis.
- ✓ Tie the dust bag top before removal from the bin.
- ✓ Store containers in a safe place and dispose of empty containers safely.
- ✓ Put lids on containers immediately after use.
- ✓ Vacuum dry dust or use wet cleaning methods.

Caution: Never allow the use of brushes or compressed air for removing dust from skin, clothing, surfaces or from inside machinery.

Training and supervision

- ✓ Tell workers about the hazards associated with their work.
- ✓ Provide workers with training on: handling chemicals safely; checking controls are working and how and when to use them.
- ✓ Training covers:
 - ✓ How the LEV system works
 - ✓ How to use the LEV to get the best out of it
 - ✓ How to check that the LEV is working
 - ✓ What to do if something goes wrong
 - ✓ Keep training records
 - ✓ Changes to the work process and LEV means that staff may need retraining
- ✓ Have a procedure to check that control measures are in place and being followed.



Essential information

- CGS S100 General advice
- CGS S101 Selection of personal protective equipment
- CGS 101 General storage

Further information

Clearing the air: A simple guide to buying and use local exhaust ventilation (LEV) INDG408(rev1) Leaflet HSE Books 2008 (priced packs of 25 ISBN 978 07176 63588 4 www.hse.gov.uk/pubns/indg408.pdf

Local exhaust ventilation (LEV) workplace fume and dust extraction web page: www.hse.gov.uk/lev/

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

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

Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV) HSG258 HSE Books 2011 ISBN 9780717664153 www.hse.gov.uk/pubns/books/hsg258.htm

Employee checklist

- Do you fully understand the procedures for doing the job?
- Make sure any extraction or air supply is switched on and working properly.
- Look for signs of wear and damage.
- Make sure it is working properly; check the airflow indicator or equivalent.
- If you find any problems, tell your supervisor. Don't just carry on working.
- Make sure the air movement is across or away from your face.
- Wash your hands before and after eating, drinking 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 cleaning or wet mopping. Dispose of spills safely.
- Use, maintain and store any PPE provided in accordance with instructions.

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