



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality
Department

STANDARD OPERATION PROCEDURE - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Document No LUS-HSE-SP2-431-002.02 Rev 2

Uncontrolled Copy Controlled Copy Date 19-Apr-2015

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

Amendment Record

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev .No	Description / Comments	Prepared By	Checked By	Approved By	Issue Date
1	(Pg. 1) Company Propriety Information – Not controlled if printed has been added.	HSE Working Group	Michael Ford	Uwe Krueger	1 st April 2015
1	(Pg. 2) Revised Amendment Table	HSE Working Group	Michael Ford	Uwe Krueger	1 st April 2015
2	(All pages) Full Review	HSE Working Group	Michael Ford April 19 2015 <i>Michael Ford</i>	Uwe Krueger	19 April 2015

Contents

1.0 INTRODUCTION & PURPOSE	4
2.0 DESCRIPTION	4
3.0 RESPONSIBILITY	4
4.0 COSHH RISKS	5
5.0 MATERIAL SAFETY DATASHEET.....	5
5.1. COMPILE AND UPDATING MSDS:	5
5.2. EVALUATE MSDS:	6
5.3. MSDS EMPLOYEE ACCESS:.....	6
5.4. LABELING:.....	6
6.0 REFERENCES	7

1.0 INTRODUCTION & PURPOSE

This COSHH procedure applies to all employees, stakeholders and contractors and those working in or around the Lusail Operational area who are managed or working for QD/Lusail, sub-contracted by General Services or regarded as "on our premises".

This element provides guidelines to inform LREDC employees of potentially hazardous chemicals used on LREDC site, office or buildings by either, Contractors, stakeholders or employees. This element applies to all Lusail personnel, Contractors, Consultants and Subcontractors working operationally within Lusail real estate.

To eliminate or replace hazardous substances wherever possible.

2.0 DESCRIPTION

2.1. HAZARDOUS SUBSTANCES MAY INCLUDE:

- Substances used directly in work activities e.g. Adhesives, paints, cleaning agents;
- Substances generated during work activities e.g. Fumes from soldering or welding;
- Naturally occurring substances e.g. Wood dust.

2.2. THE EFFECT OF HAZARDOUS SUBSTANCES MAY BE

- Skin irritation or dermatitis as a result of skin contact
- Asthma as a result of developing allergy to substances used at work
- Losing consciousness as a result of being overcome by toxic fumes
- Cancer, which may appear long after the exposure to the chemical that caused it
- Infection from bacteria and other micro-organisms

3.0 RESPONSIBILITY

3.1. At the start of the COSHH assessment process, the person responsible for the workplace needs to collect information on the substance(s), the work and working practices: This as a general rule should be Managers or supervisors who have a supervisory role in the activity or direct responsibility on the workforce or persons in the vicinity who may be affected;

They are responsible as follows:

- Identify substances – look for warning labels on containers, obtain safety data sheets (MSDS) from manufacturers
- Establish who could be exposed and how often
- What activities could be affected.

3.2. For the low risk situations found in most offices, the Office Manager will be competent to carry out the initial assessment as follows:

- Assess how the substance could enter the body e.g. absorbed through the skin, breathed into the lungs, swallowed (from contaminated hands, during eating or smoking) or via cut, abrasion or puncture of the skin.
- Establish the chance of a person being exposed to the substance, for how long and in what concentration.
- Assess the level and duration of exposure.

4.0 COSHH RISK

4.1 If significant risks are identified, then precautions need to be identified to remove or reduce them to acceptable levels:

- Select the measure to prevent or control exposure, e.g. general ventilation, local exhaust ventilation or containment (note, personal protective equipment is a last resort)
- Put in place measures to maintain the controls
- Always Plan for emergencies
- Where required, monitor exposure and provide for health surveillance as necessary
- Provide sufficient information, instruction and training for the workforce.

4.2 Where an alternative (substitute), potentially less harmful, substance can be used for the proposed process then this will always be used in preference to a more harmful one. In this context “harm” is taken to mean damage not only to a human but also to the environment.

4.3 No substances are to be used on LREDC premises without a COSHH assessment having been undertaken and issued. COSHH assessments, following the initial assessment by the Office or Line Manager/supervisor, are to be reviewed by the HSE representative.

4.4 Records should be kept to show why decisions were made on the level of risk and the precautions necessary. A COSHH Register will be produced to record the assessment conclusions for all substances, which will be supplemented by the more detailed assessment. The HSE representative should be involved in the process of assessment.

4.5 A COSHH assessment should be requested prior to the introduction of any new substance and the COSHH Register should be updated whenever a new process is introduced and reviewed at least once a year by the Office or Line Manager/Supervisor.

4.6 Further guidance for employers is given in HSE leaflet INDG 136.

5.0 MATERIAL SAFETY DATA SHEETS

5.1 MSDS COMPILE & UPDATING MSDS

- The Line Manager or Supervisor ensures that a MSDS and risk assessment is available for each hazardous substance on the inventory. The designated personnel should compile and update the MSDS's.

- Request MSDSs for products on the hazardous substance inventory for which no MSDS is on hand. Fax or email a Manufacturer MSDS Request Letter or search online to the manufacturer/supplier. Keep a dated copy of this request in the HSE file. If an employee has a telephone conversation with a manufacturer or supplier, he must record the conversation as a dated memo and include it in the HSE file.
- Personnel purchasing or receiving products: Submit MSDSs to the manager or supervisor.
- HSE Representative: Review each MSDS to ensure that all information is provided. The names of substances listed on the MSDS must be the same as those printed on container labels and on the hazardous substance inventory. The MSDS must be specific to the substances provided by suppliers rather than representative or generic.

5.2 EVALUATE MSDS

The HSE Representative evaluates each new MSDS to ascertain whether products present an acceptable hazard, unacceptable hazard, or need further assessment. This assessment includes the following tasks:

- Identify the chemical components, potential hazards, and recommended controls.
- Evaluate any carcinogens or chemicals warranting further assessment.
- Identify recommended controls and consider their inclusion in a risk assessment.
- Investigate equivalent substitute materials with fewer or less serious hazards.
- If the hazard is unacceptable, the HSE Representative works with the requestor to find an alternative, less hazardous chemical product.

5.3 MSDS EMPLOYEE ACCESS

An employee may view the MSDS at any time. Therefore, the work must adopt a reasonable method for allowing any workplace associated personnel (or their designee) to access the MSDS without interruption of normal work operations. Such methods could include:

- Electronic system: Internet or intranet
- MSDS binder: Locate hard copies of updated, applicable MSDSs in employee-accessible areas
- MSDS request system: The HSE Representative provides a copy of the MSDS for each product requested on the Employee MSDS Request Form

5.4 LABELING

The COSHH plan defines the method for labeling each container of hazardous material in the workplace. The plan designates an employee responsible for labeling all containers as detailed below.

Review all containers of products on the hazardous substance inventory to ensure that the containers are properly labeled in accordance with the labeling Section below. If a container is not properly labeled, obtain a label from the supplier or create one from the information on the MSDS. Local safety equipment vendors may supply labels.

If hazardous materials are received at the workplace without proper labels, set them aside; do not distribute them for use until they are properly labeled. If an unlabeled container is found in the workplace, test and label it accordingly or dispose of it properly.

5.4.1 GENERAL LABELING REQUIREMENTS

Labels must be legible and accessible to all employees:

-
- Locate labels prominently on the container so that the label can be read when the container is in its usual upright position for use.
 - If labels on containers are exposed to the weather, the label information must be clear and conspicuous at all times. The label must be of a material that cannot be defaced or obliterated by rain, snow, or other adverse elements of the weather.
 - For non-English speaking employees, information written on labels must be provided in an indigenous language.
 - Containers of mixed products are labeled with the chemical name listed on the MSDS for each toxic or hazardous substance in the mixture. It is recommended that containers of mixtures also be labeled with the common name of the mixture.
 - Rather than labeling individual process containers or vessels, signs, placards, process sheets, batch tickets, operating procedures, or other such written materials may be used. Each alternative method must identify the container or containers to which it applies, identify the hazardous substance(s) in the container, and show appropriate hazard warnings. These written materials must be readily accessible to employees in the work area during each shift.
 - If a substance-specific standard is adopted for a chemical in a workplace, the labeling requirements of that standard supersede the requirements of the COSHH standard.

5.4.2 PRIMARY CONTAINER LABELING REQUIREMENTS

Labels on primary containers must include the following information:

- Chemical name of the product.
- Hazard warning about physical safety hazards (e.g., fire, explosion) and health hazards (e.g., exposure), such as the Hazardous Materials Identification System (HMIS) labeling systems. A description of industry standard labeling systems is included as Attachment LCSMP 10-05.
- Name and address of the manufacturer, importer, or other responsible party.

5.4.3 SECONDARY CONTAINER LABELING REQUIREMENTS

- A secondary label is not required on a container that an employee fills and immediately uses if the container remains under his/her direct control until it is empty.
- Labels on secondary containers that do not meet the exclusion above must include the following information:
 - Chemical name of the product.
 - Hazard warning about physical safety hazards (e.g., fire, explosion) and health hazards (e.g., exposure), such as the HMIS labeling systems.
- If a labeled container is covered by a secondary container or a covering that remains in place while the contents of the container are withdrawn or used, the required labels must also appear on the secondary container or covering.

6.0 REFERENCES

Qatar Construction Specifications

