

## UCLan SHE Policy



<b>Policy Reference</b>	<b>PP 7.0</b>	<b>Version Number</b>	<b>V2.0</b>
<b>Policy Title</b>	<b>Material Hazards</b>		
<b>Approved By</b>		<b>Approval Date</b>	<b>May 2022</b>
		<b>Revision Date</b>	<b>April 2025</b>

### Statement

UCLan will ensure that suitable arrangements are in place to effectively manage and control hazardous materials, including mixtures of chemicals, single substances, asbestos and waste materials.

### Policy

UCLan will ensure there are effective arrangements and procedures in place covering the control of material hazards. Aspects addressed will include;

1. The allocation of relevant responsibilities to suitably competent personnel.
2. The identification of the hazards associated with materials and the assessment and control of any risks to people and the environment.
3. The detailed evaluation of chemicals that present significant health hazards to determine whether they can be eliminated or substituted with less hazardous alternatives, where feasible.
4. Where elimination or substitution is not feasible, the identification and implementation of suitable control measures to reduce exposure to a level as low as reasonably practicable and in any case below the relevant workplace exposure limit.
5. The use of the following hierarchy when implementing control measures;
  - Totally containing the hazard to ensure that personnel are isolated from it.
  - Introducing engineering controls, such as local exhaust ventilation.
  - Applying appropriate procedural controls.
  - Providing adequate information, instruction, training and supervision to maintain awareness and ensure controls are properly used and applied in practice.
  - Providing personal protective equipment if the above measures do not provide adequate control or as an additional level of protection in the event of the failure of other control measures.

In practice, a combination of several types of control measures will normally be required.

6. The maintenance and communication of relevant SHE information to ensure that all hazardous materials can be handled, stored, transported, used and disposed of appropriately.
7. Confirmation that control measures are adequate and effective via exposure monitoring and health surveillance programmes, where relevant. The results and records of these will be retained for at least 40 years after the last date of work with the relevant chemical.

8. Ensuring that adequate arrangements are in place to minimise waste, particularly hazardous waste, and that it is effectively managed from its generation through to safe handling, storage, transportation and ultimate recycling or disposal.
9. Ensuring that emergency plans take the potential presence of hazardous materials into account.
10. The implementation of suitable auditing arrangements to confirm that relevant UCLan and regulatory requirements are met.

### **Reporting**

The following must be reported to the UCLan SHE Department without delay;

- Enforcement actions or prosecutions by regulatory authorities.
- Confirmed occupational illness cases attributed to exposure to hazardous materials, including asbestos.
- Claims relating to occupational exposure to hazardous materials, including asbestos.

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