



HAZARDOUS SUBSTANCES AND DANGEROUS GOODS PROCEDURE

Document revision: 0.0
Date of issue: 03/04/2023
Document Number: SM-HSSEC-3003
Status: Completed

Prepared by: Vijaykumar Rana (Project Manager)

Reviewed by: Biranchi N Pati (AVP & Head-BD & Project)

Approved by: Vinod Wagh (CEO)

TABLE OF CONTENTS

1	INTRODUCTION	3
1.1	PURPOSE	3
1.2	SCOPE	3
2	ROLES AND RESPONSABILITIES	3
3	DEFINITION	3
4	PROCEDURE	4
4.1	ORDERING	4
4.2	HAZARDOUS SUBSTANCES REQUEST	4
4.3	HAZARDOUS SUBSTANCES REGISTER	4
4.4	MATERIAL SAFETY DATA SHEETS (MSDSs)	5
4.5	OPERATIONAL WORK AREAS	5
4.6	STORAGE OF HAZARDOUS SUBSTANCES	5
4.7	LABELLING	6
4.8	SIGNAGE	6
4.9	EMERGENCY PROCEDURES	6
4.10	SPILLS AND CLEAN UP	7
4.11	DISPOSAL	7
4.12	AUDITS	7
4.13	RECORDS	7
4.14	INFORMATION AND TRAINING REQUIREMENTS	7
5	REVISION CONTROL	8

Title/Subject Hazardous substances and dangerous goods procedure		Number SM-HSSEC-3003	
Owner Hind Abouali	Date 03/04/2023	Version 00	

1 INTRODUCTION

1.1 Purpose

To define applicable standards and set minimum requirements for the management of hazardous substances and dangerous goods.

1.2 Scope

This procedure applies to all SM activities and its contractors.

2 ROLES AND RESPONSABILITIES

The Chief Executive Officer ensures that this procedure is implemented and followed.

Managers are responsible for:

- hazardous substances brought on to site for their defined scope of work
- ensuring that the number and the amount of hazardous substances stored are based on need
- ensuring that only approved hazardous substances are brought on site

VP HSSEC is responsible for:

- approving hazardous substances for purchase
- maintaining the Hazardous Substance Register
- maintaining Material Safety Data Sheets (MSDSs)
- providing information about the hazardous substances standard
- assisting Managers with performing hazardous substance register surveys

Supervisor is responsible for:

- ensuring that all hazardous substances are properly labelled, stored, and disposed of in accordance with the MSDS
- conducting training of team members in the safe use of hazardous substances for routine and non-routine tasks

Employees are responsible for:

- handling, storing and using hazardous substances in the proper manner at all times
- reporting any problems/issues/concerns regarding hazardous substances

3 DEFINITION

Term	Definition
Container	Anything in which hazardous substances have been have stored, enclosed or packaged whether such container is partially or completely full or empty.
Hazardous substance	Any substance or material that is classified as hazardous according to NOHSC criteria.
HAZCHEM	Hazchem (hazardous chemicals) is a warning plate system used in Australia, Malaysia, New Zealand, India and the United Kingdom for vehicles transporting hazardous substances, and on storage facilities. The top-left section of the plate gives the Emergency Action Code telling the fire brigade what actions to take if there's an accident or fire. The middle-left section containing a 4-digit number gives the UN Substance Identification Number describing the material. The lower-left section gives the telephone number that should be called if special

Title/Subject Hazardous substances and dangerous goods procedure		Number SM-HSSEC-3003	
Owner Hind Abouali	Date 03/04/2023	Version 00	

	advice is needed. The warning symbol in the top right indicates the general hazard class of the material. The bottom-right of the plate carries a company logo or name.
Hazardous substance register	A log of hazardous substances stored and in use on site, including type, quantity, location and material safety data sheet (MSDS).
Material Safety Data Sheet (MSDS)	A document that states the substance's hazardous constituents, chemical and physical properties, health hazards, permissible exposure levels, first-aid procedures, emergency procedures, and the recommended handling, use and disposal requirements. The manufacturer must provide an MSDS for all potentially hazardous substances.

4 PROCEDURE

4.1 Ordering

When purchasing hazardous substances excess product should not be ordered, nor should bulk containers be specified where an excess will be left over. Choose the sized containers that will meet the estimated quantity required.

4.2 Hazardous Substances Request

All hazardous substances to be brought on site must be evaluated for hazard potential, possible substitutes, use, handling, storage and disposal requirements. Hazardous substances can only be brought onto site after a **Request for the Substance** has been approved by the VP HSSEC.

The request is to be completed by the person requiring the hazardous substance on site and forwarded with a copy of the MSDS to the Manager HSSEC. The Manager HSSEC will evaluate each hazardous substance prior to it being brought on site. In performing the evaluation, the VP HSSEC will utilise available information such MSDS and other available information from the potential users.

In addition, hazardous substance evaluations will be based on applicable legal requirements for management of the substance, training of team members, recognised international standards and information in the MSDS.

Once the evaluation is complete the request may be approved, approved with restrictions or rejected.

When a hazardous substance is rejected for use onsite, the reason(s) for the rejection and an alternative substance will be suggested. If an unapproved hazardous substance is received on site that hazardous substance will be appropriately stored in a quarantine area and not released until the MSDS and an approval has been obtained.

4.3 Hazardous Substances Register

The **Hazardous Substances Register** is the master list of all approved hazardous substances on site. The register will contain the following information:

- register number;
- generic name/product type;
- trade name;
- HAZCHEM code;
- dangerous goods code;
- packaging group;

Title/Subject Hazardous substances and dangerous goods procedure		Number SM-HSSEC-3003	
Owner Hind Abouali	Date 03/04/2023	Version 00	

- applicant;
- comments/restrictions;
- location stored;
- quantity on hand;
- annual usage;
- MSDS received;
- contractor name.

The Hazardous Substance Register will be developed and maintained by the VP HSSEC for all hazardous substances. The register will be updated each time a hazardous substance is approved.

The VP HSSEC will perform an annual physical inventory of all hazardous substances on site and will compare this to the written Hazardous Substance Register to ensure accuracy. Substances no longer stored or used on site will be moved from the register to a redundant file.

Contractors are required to maintain a register of approved hazardous substances relevant to their scope of work.

4.4 Material Safety Data Sheets (MSDSs)

MSDSs are to be retained for each approved hazardous substance onsite. MSDSs for hazardous substances that are no longer being stored or used onsite shall be filed and retained.

MSDSs shall be available and accessible to team members, including first aid attendants and medical personnel, during all work shifts in reasonable proximity to the work location.

Hazardous substances that are observed during inspections without the proper MSDS shall be tagged Out of Service by the person conducting the inspection and stored separately from products in use until such time that an MSDS for that substance is provided or the substance is removed from the site.

4.5 Operational Work Areas

For work in close proximity to operational work areas applicable hazardous substance information is to be given to all exposed team members as with MSDS simplify format. This can be completed through the contractor orientation programme or job hazard analysis process.

4.6 Storage of Hazardous Substances

Hazardous substances must be stored in a manner that adequately protects both human health and the environment from unintended exposure to the substance. These exposures may include explosion, fire, reactivity, toxicity or any combination of these hazards.

Storage areas for hazardous substances will be reviewed and approved by the VP HSSEC prior to receipt of the substances on the site. Criteria for the location of suitable storage areas include:

- located away from high traffic areas on site and reasonably protected from the potential for vehicle/equipment damage by guardrails, fences, or other structural controls;
- provided with a means to control access to the substances so that only authorised (e.g., trained) team members may remove and use the substances;

Title/Subject Hazardous substances and dangerous goods procedure		Number SM-HSSEC-3003	
Owner Hind Abouali	Date 03/04/2023	Version 00	

- located away from fence line locations immediately adjacent to environmentally sensitive resources (e.g. wetlands, streams, archaeological sites);
- provided with secondary containment in the form of a bund with the capacity of 110% of the maximum storage level;
- provided with a means of segregating combustible and flammable substances from oxidizing agents and other sources of ignition;
- provided with a means of preventing water reactive and pyrophoric substances from coming in contact with accumulated water.

The VP HSSEC may review additional guidance information on the location, design, and maintenance of hazardous substances storage areas as contained in governmental regulations, requests, etc.

Contractors shall manage, store, and transport to Site location of all Hazardous Materials generated, handled or disturbed by contractors during its Work in accordance with Applicable Laws and the **HSSEC Contractor Requirements**. This includes, but is not limited to:

- waste minimization;
- hazardous Materials registration;
- hazardous Materials inventory with Material Safety Data Sheets (MSDS) for each hazardous Material on Site;
- employee training;
- Hazardous Materials spill management and reporting;
- proper storage of Hazardous Materials;
- equipment decontamination and onsite transport of Hazardous Materials.

4.7 Labelling

All hazardous substances are to be legibly labelled with the product name, relevant risk and safety phrases and the name and address of the manufacturer or supplier. All hazardous substances which are decanted into another container and not used immediately are to be labelled in the same manner. Labels are not to be removed or modified for any reason.

If a person finds any container of a substance not having a label, it is to be tagged with an Out of Service with the words **“UNKNOWN SUBSTANCE - DO NOT USE”** and reported to the VP HSSEC.

A hazardous substance that is contained in an enclosed system such as a pipe, piping system, process or reactor vessel shall be identified. Individual stationary containers (e.g., storage tanks) shall have signs, placards, or other appropriate signage attached to them that contain the same information as a manufacturer's original label.

4.8 Signage

Signs will be in accordance with European Standards. Signs are to be placed in appropriate locations to provide information to those entering the area or who use the substances and also for emergency response.

4.9 Emergency Procedures

Emergency procedure for a spill, fire, leak or explosion, etc involving hazardous substances is developed as part of the **Spill Prevention and Response Plan**.

Title/Subject Hazardous substances and dangerous goods procedure		Number SM-HSSEC-3003	
Owner Hind Abouali	Date 03/04/2023	Version 00	

4.10 Spills and Clean Up

Information on spills and clean-up may be found in the relevant material safety data sheet and the waste management procedure.

4.11 Disposal

Land fill disposal of hazardous substances will not be accepted unless specifically authorised. All excess hazardous materials, together with the containers, must be removed from site as each phase of the job is completed.

Contaminated soil from chemical spills must be removed from site. Documented evidences of disposal methods are to be maintained.

4.12 Audits

To ensure that hazardous substances are stored, labelled, signed, transported and disposed of in accordance with the procedures and legislative requirements, all workplaces and vehicles transporting hazardous substances shall be subject to audit. Audits shall be performed by suitably qualified and trained team members, or suitably qualified external consultants appointed by the VP HSSEC. Managers shall be notified of the results of the audit and any remedial action required.

4.13 Records

The following program records are to be retained as long as the operation is active:

- copy of the written Hazard Substances Program
- team members training records
- hazardous substances requests
- MSDSs
- current Hazardous Substance Register
- risk assessments

4.14 Information and Training Requirements

Information and training will be provided to team members:

- during the orientation for new team members
- when new team members are first assigned to a work area where they may be exposed to hazardous substances under normal working conditions or in a foreseeable emergency
- additionally, when a new hazard is introduced into the work area. Examples of new hazards are:
 - ✓ a new substance will be used, and
 - ✓ a previously used substance will now be used in a different manner that poses a new hazard

The following general information is to be provided to all team members:

- rights to access and obtain information
- location and availability of the Hazardous Substances Register and MSDSs
- operating in their work areas where hazardous substances are used
- the person(s) to contact for further information
- hazardous substances and states of matter (e.g., liquid, solid, gas)

Title/Subject Hazardous substances and dangerous goods procedure		Number SM-HSSEC-3003	
Owner Hind Abouali	Date 03/04/2023	Version 00	

- chemical, physical, and health hazards
- routes of entry (e.g., inhalation, ingestion, absorption)
- exposure limits and ways to control exposure
- personal protective equipment and engineering controls
- labelling requirements
- MSDSs their contents and use

Visitors will be provided with the same general topics of information as team members. If visitors are to enter areas where hazardous substances are used, they will be fully advised of the potential hazards and given the opportunity to review the MSDSs.

5 REVISION CONTROL

Version	Revision comments	Date
1.0	First revision	03/04/2023
2.0		
3.0		

Title/Subject Hazardous substances and dangerous goods procedure		Number SM-HSSEC-3003	
Owner Hind Abouali	Date 03/04/2023	Version 00	