

Working with Hazardous Substances – Basic Course Outline

Target Group: A practically based course for employees who are required to work with substances and materials that are subject to the Control of Substances Hazardous to Health Regulations.

Pre-requisite Knowledge: An awareness of the need for safe systems of work.

Who Will Benefit: Employers by demonstrating compliance with the requirement to provide competent employees as required by HSWA 74 S2(2)(c), MHSW Regulations & CoSHH Regulations

Employees by ensuring that their basic skills and knowledge are adequate to prevent injury and/or ill-health whilst at work.

Objectives: To ensure that employees required to work with hazardous substances are competent to the standards as determined by the employer and moderated by the course tutor.

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| Course Topics: | HSWA 74 | Sect 2(2) Sect 7 |
| | MHSW Regs | Reg 3; Reg 8; Reg 10; Reg 13; Reg 14 |
| | CoSHH Regs | Requirements of the Regs |
| | EH 40 | Functions with regard to hazardous substances |
| | CHIP Regs | General principles |
| | Safety Data Sheets | Functions and information provided |
| | Classification of substances – as relevant to the client activity; ADR, IMDG, IATA | General principles only |

Duration: 1 x 8.25hr day [7hrs course contact inc assessment]

Numbers: No specific limit, attendee numbers dependant upon facilities available and pre-course agreement with Tutor

Equipment: No specific equipment is required to be provided for the standard course

Examples of PPE and work equipment appropriate to the actual practical tasks undertaken by attendees to be provided by client

Assessment: Informally - By continuous tutor monitoring of student responses;
Formally - multiple choice questionnaire if selected by client

Materials (1 per student): Standard Workbook produced by The Safety Consultancy.
Employer Procedures for CoSHH & Hazardous Substances

Training Facilities required: Classroom area (with sufficient room for tutor, tutors presentation equipment + proposed number of students) provided with:

1. Whiteboard & projector screen
2. Suitable tables for attendees to undertake course activities.

Additional Information

For Client Specific courses; to ensure that the courses present accurate and relevant information the employers' basic procedures must be available if they exist. If they do not exist, or the course is an "open" course, then the expectations of the relevant legislation and any associated Approved Codes of Practice will be assumed as the minimum acceptable standard within the course where that is practicable.

To enable the Tutor to provide relevant client specific "in-course" exercises, the client should provide details of at least two substances regularly used and their circumstances of use at least two weeks prior to the proposed course date.

All logistics relating to provision of venue and equipment for classroom and practical sessions as well as pre-arranging access to site for the Tutor and vehicle shall be the responsibility of the client unless otherwise contractually agreed with the training provider.

As required by the client; the method of confirmation of theoretical competence will take the form of a multi-choice questionnaire [as determined by the client] for each attendee.

The Tutor will not determine whether any individual attendee is "competent" or not except where the client has contractually agreed the assessment standard for competence with the Tutor prior to the course.

Individual certificates will be issued for successful attendees by the course tutor to the client.

Programme Topics

- General requirements laid on Employers & Employees to provide and follow safe systems of work for the safe use of hazardous substances
- Functions and scope of CoSHH, CHIP, EH40 & [ADR/IMDG/IATA – as appropriate]
- What constitutes a hazardous substance under CoSHH; what doesn't; how to incorporate all hazardous substances into one control system.
- Principles of Risk assessment for hazardous substances
- Hierarchy of control for hazardous substances
- How the risk assessor will be able to judge what is not an acceptable level of exposure
- Selection and application of equipment and systems of work to manage the demonstrated risk[s] associated with the hazardous substances used under routine situations
- Selection and application of equipment and systems of work to manage the demonstrated risk[s] associated with the hazardous substances used under emergency situations
- Practical application of Safety Data Sheets
- Client Permit to Work and Risk Assessment procedures [if available]
- Simple CoSHH Risk Assessment exercises relevant to client activities
- Theoretical Assessment.