



HSNO Location Test Certificate Procedure

Procedure Number

WCDHB-HS-001

Version Nos:

2

1. Purpose

This Procedure outlines the process that is required to prevent or manage risk to West Coast District Health Board (WCDHB) staff members and the environment through the safe management of hazardous substances.

2. Application

This Procedure is to be followed by all WCDHB staff members who are involved with hazardous substances.

3. Definitions

For the purposes of this Procedure:

Location Test Certificate is required if using or storing identified chemicals above certain minimum quantities. Holding a Dangerous Goods Licence means a Location Test Certificate is required

Test Certifiers are approved by ERMA New Zealand who issue Location Test Certificates. Test Certifier's are independent and offer a service to industry and there is no set fee.

4. Responsibilities

For the purposes of this Procedure:

the **Facilities Co-Ordinator** is required to:

- oversee all aspects of this Procedure

Staff Members are required to:

- ensure they abide by the requirements of this Procedure;
- abide by all WCDHB Health and Safety Policy and Procedures.

5. Resources Required

This Procedure requires:

- Records of substances and quantities that are used or stored
- An Approved Handler who must have necessary Test Certificates and provide assistance
- Secured areas to hold substances
- Site plans to demonstrate location for substances
- Procedures for handling Class 5 substances

6. Process

1.00 Database Register of West Coast District Health Board Hazardous Substances and quantities that are used and stored to be reviewed and maintained updated with Facilities Coordinator and Risk/Quality Manager

1.01 Facilities Coordinator will ensure Hazardous Substances are in correct Classification Group



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- 1.02 It is the responsibility of the Department/Unit Manager/Supervisor/HOD to ensure any Hazardous Substance that is new or reclassified is notified to the Database Register with the appropriate Material Safety Data Sheet (MSDS)
- 1.03 Facilities Coordinator will identify if Approved Handler is required and provide a training opportunity for the necessary Test Certificate
- 1.04 Facilities Coordinator will ensure substances are held in areas which can be secured
- 1.05 Facilities Coordinator will have available WCDHB site plan which demonstrates localities of the identified Hazardous Substances and control of ignition sources
- 1.06 Where Class 5 substances are identified on WCDHB sites there are documented procedures as required
- 1.07 Where incompatible substances are identified and classified WCDHB is required to segregate and store appropriately
- 1.08 Protective Equipment and Clothing must be provided for any Class 5 substances and maybe required where substances have toxic properties
- 1.09 Signage must be in place as required by the Hazardous Substances (Identification) Regulations
- 1.10 Emergency Management Systems must be provided for all classes of substances as per the relevant regulations

7. Precautions And Considerations

- There must be sufficient fire extinguishers suitably located and of the right type.
- If WCDHB is holding more than specific amount of certain Hazardous Substances emergency response plans and secondary containment for liquid substances must be provided.

8. References

Quick Guide - Location Test Certificates – ERMA New Zealand

9. Related Documents

WCDHB Hazardous Materials Management Procedure

WCDHB Waste Management Procedure

Revision History	Version:	2
	Developed By:	OSH Advisor
	Authorised By:	Chief Executive Officer
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