



HSNO Approved Handlers Procedure

Procedure Number

WCDHB-HS-002

Version Nos:

2

1. Purpose

This Procedure outlines the process whereby the West Coast District Health Board (WCDHB) meets the requirements of the Hazardous Substances and New Organisms (HSNO) Act that the most hazardous substances are under the control of an Approved Handler who is competent and certified.

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:

Approved Handler is taken to mean a person who is certified to handle the most hazardous substances

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:

- Hazard Classification
- An Approved Handler who must have necessary Test Certificates and provide assistance
- Secured areas to hold substances

6. Process

- 1.00 Hazard Classification is to be assessed by Facilities Coordinator who is to identify Hazardous Substances held by WCDHB that require an Approved Handler.
- 1.01 Facilities Coordinator is to inform relevant Departments/Units/Services of Hazard Classification and if Approved Handler is required provide a training opportunity for a staff member from the relevant Department/Unit/Service to obtain the necessary Test Certificate and become an Approved Handler.
- 1.02 It is the responsibility of the Department/Unit Manager/Supervisor/HOD to ensure that their area of responsibility has an Approved Handler.



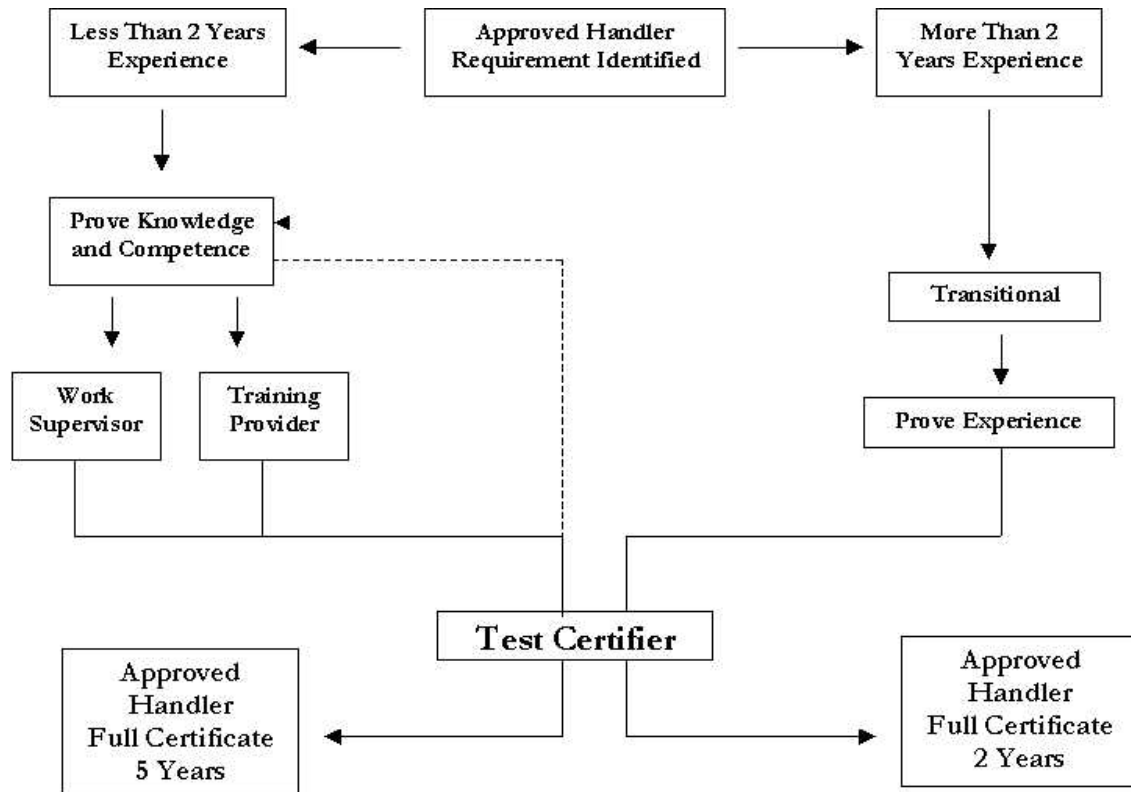
HSNO Approved Handlers Procedure

Procedure Number
WCDHB-HS-002

Version Nos:
2

1.03 If a staff member has been handling an identified Hazardous Substance or substances with similar hazards under previous legislation a transitional certificate can be applied for and then a full certificate after 2 years.

1.04 Certification of Approved handlers occurs as per this flowchart:



1.05 Certification for an Approved Handler will last for 2 years from date of issue if transitional. A full certificate will last 5 years from date of issue.

1.06 To obtain a Transitional Certificate there must be demonstrable understanding of:

- Specific HSNO items
- Current best practice
- New codes of practice
- Relevant laws

1.07 To obtain a Full Certificate there must be demonstrable understanding of:

- The hazard of the substances and how to prevent harm to people and damage to the environment
- The HSNO Classifications and Regulations that apply to the substances
- Any codes of practice that apply to the substances
- What to do in an emergency
- Competency to handle the substance
- The operating equipment, protective clothing and safety equipment required
- The HSNO Act key points mainly related to enforcement and what the law is trying to achieve

	HSNO Approved Handlers Procedure	Procedure Number <i>WCDHB-HS-002</i>	Version Nos: 2
---	---	--	---------------------------------

7. Precautions And Considerations

- ➔ Facilities Coordinator is to identify Hazardous Substances held by WCDHB that require an Approved Handler
- ➔ It is the responsibility of the Department/Unit Manager/Supervisor/HOD to ensure that their area of responsibility has an Approved Handler.

8. References

ERMA New Zealand - Quick Guide for Approved Handlers

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
	Date Authorised:	December 2004
	Date Last Reviewed:	December 2006
	Date Of Next Review:	December 2008



HSNO Approved Handlers Procedure

Procedure Number

WCDHB-HS-002

Version Nos:

2

This Page Is Deliberately Blank