



## HSNO Hazardous Substances Classifications & Thresholds Procedure

Procedure Number  
WCDHB-HS-003

Version Nos:  
**2**

### 1. Purpose

This Procedure outlines the process to ensure that HSNO Thresholds and Classifications of Hazardous Substances held at the West Coast District Health Board (WCDHB) are known and safely used.

### 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:

**Threshold Level** is taken to mean a defined level of hazardous effect or quantity of hazardous substance that needs to be exceeded before a substance is classified as being hazardous or specific controls apply.

**Test Certificate** is taken to mean how hazardous substances are classified according to whether the substance contains one or more of the following intrinsic hazardous properties exceeding specified threshold levels:

1. Explosive
- 2, 3 & 4 Flammable i.e. Gas liquid solid
5. Oxidising agent (accelerate a fire)
6. Toxic (human toxicity acute or chronic)
7. Radioactive
8. Corrosive (to human tissue or metal)
9. Ecotoxic (with or without bioaccumulation)

### 4. Responsibilities

For the purposes of this Procedure:

**Department/Service/Unit Managers/Supervisors/HODs** are 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:

- i) Hazard Classification
- ii) Material Safety Data Sheets (MSDS) applicable
- iii) Any Personal Protective Equipment (PPE) advised in MSDS



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- 1.00 It is the responsibility of staff members and their immediate Manager who are involved with hazardous substances to know about controls on the different hazardous substances they are involved with.
- 1.01 Where necessary staff members are to consult with appropriate manufacturer for information on hazardous substances and classification breakdown.
- 1.02 It is the responsibility of the Department/Service/Unit Manager/Supervisor/HOD to ensure all recommended controls are in place and signed off by the staff members involved.
- 1.03 A designated staff member in each Department/Unit/Service is to check the hazardous substances in the work area daily, weekly, monthly and as required.
- 1.04 All handlers of hazardous substances are to have been informed, trained and have demonstrated a safe handling and knowledge awareness and have certificates stating the above before they handle any hazardous substance. This is the responsibility of the relevant Department/Service/Unit Manager/Supervisor/HOD.

### 7. Precautions And Considerations

- ➔ Non-compliance with controls on Hazardous Substances is an offence under the HSNO Act.
- ➔ Controls will affect manufacturers, importers, primary suppliers, handlers, transporters, storers, users and disposers of Hazardous Substances.

### 8. References

Summary User Guide to the HSNO Thresholds and Classifications of Hazardous Substances – Environmental Risk management Authority (ERMA New Zealand, June 2001)

Your Guide to the Hazardous Substances and New Organisms Act - Ministry of the Environment, Environment and Business Group Ltd, Tonkin and Taylor Ltd and ESR 2001

### 9. Related Documents

WCDHB Hazardous Materials Management Procedure

WCDHB Waste Management Procedure

<b>Revision History</b>	<b>Version:</b>	2
	<b>Developed By:</b>	OSH Advisor
	<b>Authorised By:</b>	Chief Executive Officer
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