



HSNO Hazardous Substances Emergency Procedure

Procedure Number
WCDHB-HS-005

Version Nos:
2

1. Purpose

This Procedure outlines the measures the West Coast District Health Board (WCDHB) should undertake to initiate and minimise severity and extent should an incident or emergency occur involving 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:

Hazardous Substances Emergency is taken to mean a situation that presents:

- An actual or imminent danger to human health and safety; and/or
- A danger to the environment or chattels e.g. structures or vehicles and can be so significant that immediate action is required

4. Responsibilities

For the purposes of this Procedure:

Facilities Co-Ordinator required to:

- ensure Emergency Management Procedures are in place especially if a substance held is in excess of trigger quantities i.e. the right number of adequate fire extinguishers are present and correctly located;
- ensure adequate emergency response plans are prepared and staff are familiar with these;
- ensure Secondary containment is provided;
- ensure Material Safety Data Sheets are made available;
- ensure Labelling requirements continue to be met

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) First Aid instructions or spill response procedures
- ii) Equipment e.g. fire extinguishers
- iii) Material Safety Data Sheets
- iv) Any specific signage requirements
- v) Emergency Response Plans
- vi) Secondary containment or bunding to contain spills if required

6. Process

- 1.00 The Facilities Coordinator to maintain a log/record of Hazardous Substances at each WCDHB location .



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- 1.01 Packaging must take into account all requirements imposed by each of the substances hazard classifications.
- 1.02 The Facilities Coordinator must have available a single Emergency Response Plan (ERP) to cover all Hazardous Substances held or likely to be held. The ERP must identify all likely emergencies and must:
 - i). Describe the actions to be taken
 - ii). Identify the people responsible for actions, skills and responsibilities
 - iii). List emergency control details
 - iv). Identify how to access any materials, equipment required
 - v). Include Accident Incident Reporting as per the WCDHB Accident/Incident Reporting Procedure
 - vi). List emergency contact details
- 1.03 The Facilities Coordinator is to ensure that at WCDHB locations where hazardous substances are held there is in place an appropriate Emergency Management Plan.
- 1.04 The Manager of the Department/Service/Unit holding the Hazardous Substance must ensure that the information requirements for the hazardous substance continue to be met i.e. labels stay intact and legible and that Material Safety Data Sheets (MSDS) must be available that provides information about:
 - Emergency preparations including any special training or equipment needed for emergencies
 - Actions to reduce or eliminate danger/injury
 - Actions taken to restore adequate control post emergency.
- 1.05 MSDS must be available to any person handling the hazardous substance within 10 minutes

7. Precautions And Considerations

- ➔ Every container or package held at a location in excess of trigger quantities listed in Schedule 1 of the Hazardous Substances (Emergency Management) Regulations must have Emergency Management Information on the label or some other means of providing information. This information must be available within 10 minutes.
- ➔ Small amounts of Hazardous Substances do not need to meet **certain** Emergency Management requirements although precautions and MSDS must always be available

8. References

Quick Guide – Emergency Management - ERMA New Zealand 2004

Your Guide to the HSNO Act - Environment and Business Group Ltd, Tonkin and Taylor Ltd, ESR 2001

9. Related Documents

WCDHB Hazardous Materials Management Procedure



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