



HSNO Assessment Of Effects Of Hazardous Substances On Human Health Procedure

Procedure Number

WCDHB-HS-006

Version Nos:

2

1. Purpose

This Procedure outlines the questions to review when purchasing Hazardous Substances for use within West Coast District Health Board (WCDHB) to prevent or manage the adverse effects 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:

Adverse Effects is taken to mean a defined outcome and include potential or probable, positive or adverse, past, present or future, acute or chronic and cumulative effects (Section 2 HSNO Act).

Mechanism of Toxicity is taken to mean:

- Absorption through ingestion, inhalation and/or dermal contact
- Modification
- Transport to an active site
- Reaction at the active site to produce a response that may in turn result in the adverse effect

4. Responsibilities

For the purposes of this Procedure:

the **Department/Service/Unit Manager** 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:

- i) Hazard Classification
- ii) Threshold levels
- iii) Personal Protective Equipment (PPE)
- iv) Material Safety Data Sheets (MSDS)
- v) Emergency Response Plans
- vi) ERMA Technical Guide – Assessment of Effects of Hazardous Substances and New Organisms on Human Health, January 2000

6. Process

- 1.00 The Department/Service/Unit Manager is required to be familiar with all aspects of any hazardous substances located in the Department/Service/Unit they are responsible for.



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- 1.01 The Department/Service/Unit Manager is required to promote awareness to their staff of the safe management of hazardous substances located in the Department/Service/Unit they are responsible for. This is to include:
- i) what could be expected from the mechanism of toxicity;
 - ii) what exposure pathways are possible and do different exposure pathways lead to the same or different effects;
 - iii) if the substance interacts with another substance and the effect and known cumulative effects.
- 1.02 The Department/Service/Unit Manager is responsible for ensuring that a hazard management process is implemented into the work areas they are responsible that identifies the likelihood and the magnitude of the impact on staff members from the hazardous substance. (as per the requirements of the *WCDHB Management Of Workplace Hazards Procedure*).
- 1.03 The Department/Service/Unit Manager is also responsible for ensuring that health surveillance of staff members they are responsible for is undertaken as required, monitor results and refer to appropriate health professionals/agencies where applicable. (as per the requirements of the *WCDHB Maintaining Staff Wellness Procedure*).
- 1.04 The assessment of potential adverse health effects is to be based on the health risk assessment framework. (It includes 4 stages - Hazard Identification, Exposure Assessment, Close Response Assessment and Risk Characterisation).

7. Precautions And Considerations

- ➔ The Department/Service/Unit Manager is required to be familiar with all aspects of any hazardous substances located in the Department/Service/Unit they are responsible for.
- ➔ The Department/Service/Unit Manager is required to promote awareness to their staff of the safe management of hazardous substances located in the Department/Service/Unit

8. References


Environmental Risk Management Authority Technical Guide

Assessment of Effects of Hazardous Substances and New Organisms on Human Health, ERMA New Zealand – 2001

Your Guide to the Hazardous Substances & New Organisms Act, Ministry for the Environment, 2001

9. Related Documents

WCDHB Hazardous Materials Management Procedure

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