Company C.O.S.H.H. Assessment.

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General Overview of Company Operations

A variety of work tasks are carried out by our employees at the three premises under our control and on remote sites owned / operated by our customers.
Some employees also travel to and from remote sites as part of their working shifts.
The employees are mainly skilled / semi skilled engineering trades with office support staff.

Company Policy (COSHH)

The company has a written policy statement for The Control of Substances Hazardous to Health, this policy outlines the actions that will be taken to ensure compliance with relevant legislation.
The policy and its implementation will be reviewed annually or whenever required by changes in operation, working environment, best practice or legislation.
The implementation of the policy at operational level is the responsibility of the Operations Director who will liaise with Branch Directors / Managers and Service Managers and directly with engineering staff to ensure policy is understood and put into practice.
A two way feedback process to develop and improve policy will be encouraged by involvement of staff at all levels.

Working Environments

Company Premises.

The three premises controlled by the company all have office, stores and workshop areas.
Special areas are designated for the storage of substances such as refrigerants (new and reclaimed), industrial gases, oils (new and waste) and specialist cleaning chemicals.
Each office has a file, which contains material data sheets for the substances used or stored.
Relevant C.O.S.H.H. posters are present in the storage areas.
Premises have been surveyed / tested for the presence of asbestos and areas identified accordingly.
As required by use / task, areas have forced or natural ventilation systems installed.
Spillage control materials and equipment are in place with any substantial spillages treated as ‘incidents’ and reported and investigated accordingly.

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Company Vehicles.

Each engineer has a service vehicle, these vehicles carry a stock of refrigerants, oils, industrial gases and cleaning materials. These items are securely fixed and separated from the driver / passenger area.
Each engineer / vehicle carries a file which contains material data sheets for the substances held on the vehicle.
Each vehicle also carries a small first aid kit and spill kit.

Remote Sites.

In addition to any substances which may be taken onto remote sites by P&R during the normal course of our works, other substances can be present, the type and variety of these will change with the individual sites operation / location.

To reduce the potential risks to our employees from these substances, some or all of the following actions are taken;

Site induction of engineering staff.
Work controlled under site 'Permit to Work' system.
P&R Point of Work Safety Assessment carried out prior to commencement of work.
Written confirmation of site hazards requested.
Risk assessments / method statements created.
Training of staff / access to material safety information.

Outline of Common Tasks

Due to the nature of work undertaken, the members of staff considered most at risk are the site engineering teams as they operate in 'high hazard' situations.

The most common tasks undertaken by our engineering staff, which have substance risk include;

The use of refrigerant gases and liquids.
The use lubricating oils.
The use of cleaning materials.
Fumes from hot work.
Dust and airborne particles from drilling, cutting or relocating machinery.
Working within the vicinity of other industrial processes.

Substances Present

The quantity of any substance held within a premises, or on a service vehicle is kept to a practical minimum. All three premises and service vehicles could potentially have limited quantities of the following substances present.

HCFC Refrigerants	**HCFC / HFC Refrigerants** (Transitional Service Blends)
R22R	R408A
	R409A

HFC Refrigerants	**HFC / HFC+HFO Refrigerants** (Blends)			
R134a	R404A	R507	R449A (XP40)	R452A (XP44)
R23	R410A	R407C	R407A	R407F
R32	R422D = Isceon MO 29		R437A = Isceon 49 *plus*	
	R417A = Isceon MO 59		R438A = Isceon MO 99	

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Halogen Free Refrigerants

Care Refrigerants; Care 10, Care 30, Care 40, Care 45, Care 50. R600a

Oils

Maneurop White Oil Type P = Mineral Oil	Maneurop Oil Type PZ = Ester Oil
Suniso Oils (Sun Oil Co)	Shell SD Oil
Shell Clavus Oils	Castrol Aircol PD 68
Esso Zerice S 46 Oil	Esso Zerice S 68 Oil
Bitzer B 5.2 Oil	Triton SEZ 32
Triton SE 55	Triton SE170
Emkarate RL 32 H	Emkarate RL 68 H
Morris Arcato 3CL / AR46	Morris Servol 15w/40 TD Oil
Premium (High) Vacuum Pump Oil	Sabroe AP 68
EAL Artic 22cc	Castrol Icematic SW 32 Esta Oil
Castrol Icematic SW 68 Esta Oil	Castrol Icematic 266

Industrial Gases

Oxygen	Acetylene	Nitrogen
Ammonia	Propane	n-Butane
Camping Gaz	Carbon Dioxide	Pureshield Argon
Argoshield 5/TC/20	MAPP Gas	

Adhesives / Cleaning Chemicals / Acid Test Kits / Sealers & Foams etc.

Armaflex Adhesive		Armaflex Non Flam Adhesive	
Armaflex Paint		KMP Metal Safe Ice Machine Cleaner	
Metfin DX09 IM Cleaner		Arco General Purpose Silicone Sealant	
Dow Corning Coldroom Silicone Sealant		White	Arco 4483001
White	Arco 4481327	Clear	Arco 4483015
Arco Hard Surface Cleaner	Arco 5545901	Arco Hand Held PU Foam	Arco 4483700
Arco Flame Retardent Foam	Arco 4483705	Arco PU Foam & Gun Cleaner	
Arco Grez Off Degreaser	Arco 3429200	(Click & Clean)	Arco 4483801
Arco Degreaser	Arco 3449105	WD 40 Penitration Fluid	Arco 3440020
Arco Bleach		Jeyes Toilet Cleaner	
Jeyes Cream Cleaner		Jeyes Washroom Cleaner & Disinfectant	
Jeyes Kleen Off Multi Surface Cleaner		Jeyes Aqua Urinal Channel Blocks	
Rhodia Foam Fix PU Expanding Foam		Fernox Alphi 11 Water Treatment	
Monopropylene Glycol		TKO Dirt Blaster	
Durapipe PVC U Solvent Cement		Durapipe ABS Solvent Cement	
Durapipe MEK Cleaner		Osma Cleaner N°1	
Osma Cement N°2		Jet Range Solvent Cleaner	
Jet Range PVC Cement		Jet Range ABS Cement	
PIB Welding Agent Solvent		Advanced Engineering Spectroline Dyes (3 types)	
Advanced Engineering Enviro-Coil		Advanced Engineering Antiglow Spectroline Cleaner	
Advanced Engineering Hydrofoam		Advanced Engineering RTU Condenser Cleaner	
Advanced Engineering RTU Evaporator Cleaner and Disinfectant			

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Advanced Engineering Condencide	Advanced Engineering Hydrocoil
Advanced Engineering Pre Clean	Advanced Engineering Stay Clean
Advanced Engineering Stay Clean Strips	Advanced Engineering Easy Finish Spray
Advanced Engineering Grease Gobbler	Advanced Engineering Hydrox
Advanced Engineering Smelly Jelly	Advanced Engineering Easy Clean
Frionett Clim,	Frionett Power,
Frionett Active	Diversitec G2G Smell Buster
Gotec Leak Detector Spray	Anchorfast Arecal Leak Detector Spray
Anchorfast Arecal Silicone Spray	Anchorfast Arecal Rostex Penitration Spray
Anchorfast Arecal Novaclean	Gunk Auto (Aerosol)
Deb Jizer Degreaser	Grime Eez Hand Wipes
Arco Solopol Hand Cleaner	Wurth SA Besto Hand Cleaner
Arco Gojo Hand Medic Skin Conditioner	Midland Slime Guard
Cellulose Thinners	Hammerite Paint
Jewson Floor Paint	KMP TKO Acid Test Kit for Mineral Oils
KMP ETK Acid Test Kit for Polyolester Oils	Acetone
RS Clear Acrylic Spray	Janitol Washing Up Liquid
Power All Purpose Cleaner	Desolvit Sticky Stuff Remover

The above list is not exhaustive, however it does include all of the substances, which are used on a regular basis in any quantity.

Use of Substances / Exposure

The work scope carried out by our engineering staff is wide and varied, the result of this is that no one specific task (with specific substance) is repeated regularly, therefore exposure levels to any one substance are considered low.

Risks to Health / Monitoring

Many of the substances used in standard work tasks present a risk to health if incorrectly used, various control measures are taken to ensure the risk is minimised, they include;

Selecting products, which are effective but present the lowest risk to health by monitoring existing and new products.
Training of employees in the safe use of specific substances / tasks.
Providing information on substances to be used including risk assessments with detailed control measures.
Supply of and training in the use of P.P.E.
Provision of quality hand cleaning products and barrier creams.

The health of staff is monitored to determine any patterns of sickness / absence. As most staff have been employed over a long period of time, a reasonable historic record is available.

PPE & Training

PPE is used as a final protection measure for employees when dealing with substances, where recommended or not. PPE is supplied by the company to all employees whose job tasks require it, it is supplied free of charge and meets or exceeds the relevant British / European standards.
It is the responsibility of employees to look after PPE and report damage / wear as soon as possible to enable it to be replaced.
A record of PPE issue is maintained and feedback on PPE effectiveness and user issues is encouraged.

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Training in the correct use of PPE is provided to engineering staff.

Sources of Information

Information on any substances used will be requested from the supplier / manufacturer, this information will be kept in each premises service office and on each service vehicle.
This information is used to assess the suitability of the product and the control measures required to ensure safe usage.
In addition to this assessment a set of generic task based risk assessments have been produced to cover day to day operations, these list the control measures required for safe working.
These risk assessments together with the point of work safety assessments and ongoing monitoring of products available, form the basis of the companies safe system of work.

Review of Usage & Assessment Revision.

Our business is subject to change and ongoing developments, new products / substances are introduced to the industry and the type of work we undertake may change.
These factors will require us to monitor our usage of substances covered by C.O.S.H.H. and manage our operations accordingly.

This assessment will require regular review and modification when changes to products used or operations happen.
As a minimum the assessment will be reviewed annually.

Pitkin & Ruddock Ltd
Refrigeration & Air Conditioning

Company C.O.S.H.H. Assessment.

Type of Substance	Frequency of Use / Contact	Hazard Identification	Control Measures	Storage Details
Refrigerant Gases & Liquids	Daily for many engineering staff. Used in all refrigeration systems. Potential for others to come into contact through close proximity to work tasks.	Material Safety Data Sheets at point of use. Task Based Risk Assessments. PRHS RA01 PRHS RA02 PRHS RA03 PRHS RA301 (ADR)	City & Guilds 2079 / 6187 Training. Point of Work Safety Assessment. Use of PPE as above recommendations. Limited quantities held. Small container sizes.	Designated areas within ventilated workshops. Bottles secured in vehicles. Vehicles ventilated. Waste transfer under Haz Waste Regulations
Oils	Weekly for many engineering staff. In all systems but contact rare. Potential for others to come into contact through close proximity to work tasks.	Material Safety Data Sheets at point of use. Safety Notices. Information on container.	Point of Work Safety Assessment. Use of PPE as manufacturers recommendations. Limited quantities held in manufacturers containers.	Designated storage areas for new and waste oil products. Spill control available. Waste transfer under Haz Waste Regulations
Industrial Gases Oxygen, Acetylene, Nitrogen, Propane etc.	Daily for many engineering staff. Potential for others to come into contact through close proximity to work tasks.	Material Safety Data Sheets at point of use. Task Based Risk Assessments. PRHS RA05 PRHS RA06 Information on container.	Training in equipment use and craft use (brazing / soldering) Point of Work Safety Assessment. Use of PPE as manufacturers recommendations. Inspection & testing of hot work equipment. Limited quantities held. Small container sizes. Follow Hot Work procedures.	Designated storage areas with separation. Bottles secured in service vehicles. Regulators removed during transportation. Vehicles ventilated.
Adhesives / Paint / Thinners / Cleaning Chemicals / Foams / Silicones / Water Additives / Dyes / Domestic Cleaning Chemicals / Hand Cleaning / Barrier Cream / Toilet Cubes	Weekly for many engineering staff. Potential for others to come into contact through close proximity to work tasks.	Material Safety Data Sheets at point of use. Safety notices. Information on container.	Point of Work Safety Assessment. Use of PPE as manufacturers recommendations. Limited quantities held. Small container sizes. Wash up after work task especially before eating or drinking.	Designated areas within ventilated workshops. Containers secured in vehicles. Vehicles ventilated. Disposal issues for many substances.

Pitkin & Ruddock Ltd
Refrigeration & Air Conditioning

Company C.O.S.H.H. Assessment.

Type of Substance	Frequency of Use / Contact	Hazard Identification	Control Measures	Storage Details
Asbestos	Very occasional. Site dependant.	Task Based Risk Assessments. PRHS RA10 PRHS RA11 PRHS RA12 Identification tape.	Point of Work Safety Assessment. Customer questionnaire. Staff training / awareness via notice boards and newsletters. Wash up after work task especially before eating or drinking.	Where identified in premises, encapsulation and identification. Removal and disposal by specialist contractors only.
Fumes and smoke from welding and brazing processes.	Weekly for many engineering staff. Potential for others to come into contact through close proximity to work tasks.	Task Based Risk Assessments. PRHS RA06 PRHS RA13	Point of Work Safety Assessment. Use of PPE as risk assessment details. Limited exposure. Correct ventilation. Follow Hot Work procedures.	N.A.
Dust and particles	Weekly for many engineering staff. Potential for others to come into contact through close proximity to work tasks.	Task Based Risk Assessments. PRHS RA10 PRHS RA11 PRHS RA12 PRHS RA17	Point of Work Safety Assessment. Use of PPE as risk assessment details. Limited exposure. Correct ventilation. Removal at source by filter or vacuum cleaner.	Sealed disposal.
Batteries (New and Used) Includes torch / instrument use and computer equipment.	Daily for most staff	Information on product.	To be used only for intended applications. Correct PPE when handling product.	Safe storage of new stock. Designated storage area for used product. Special disposal routes.
Fluorescent tubes / contents	Monthly for engineering staff	Product awareness	To be used only for intended applications. Correct PPE when handling product.	Safe storage of new stock. Designated storage area for used product. Special disposal routes.
Fuel (petrol / diesel)	Used in service vehicles and petrol driven tools / generators. Direct contact rare except service stations.	Warning signs. Product awareness. Container colour / labelling.	No smoking / hot work near product Correct PPE when handling product.	Stored in minimum quantities in approved storage containers in designated areas.