

14 Hazardous Substances (General)					
Controlling Risk:		Substitution	Engineering	Administrative	PPE
- Keep a current inventory of workplace hazardous substances and ensure all substances are approved for use, correctly identified and covered by a current Safety Data Sheet. - Eliminate hazardous substances where reasonably practicable or substitute a less hazardous product, process or quantity. - Store substances in compatible, secure and clearly labelled containers and designated locations that meet the Health and Safety at Work (Hazardous Substances) Regulations 2017, including separation and secondary containment where required. - Only trained and competent workers may handle hazardous substances, using the controls identified by the risk assessment, label, Safety Data Sheet and any required certified handler or controlled-substance arrangements. - Make current Safety Data Sheets readily accessible to workers and emergency services, including when normal electronic systems are unavailable. - Use closed systems, local exhaust ventilation, isolation and other engineering controls before relying on PPE; select, fit, maintain and use PPE for the remaining exposure risk. - Provide required signage, ventilation, ignition control, spill equipment, emergency washing and emergency response arrangements based on substance classification and quantity. - Prevent hazardous substances and contaminated liquids from entering soil, stormwater, drains or waterways and dispose of waste through an authorised method. - Immediately report and control spills, leaks, exposures and loss of containment, evacuating or calling emergency services where the incident exceeds available controls. - Do not use an unidentified substance or a substance without adequate hazard information. Isolate it and obtain competent advice before further handling.					
For further information on hazardous substances refer to emergency procedures in the manual.					
Another useful tool can be found at: Guide (hazardoussubstances.govt.nz)					
Initial Risk:		High		Residual Risk: Moderate	

15 Ladders					
Controlling Risk:			Substitution	Administrative	
- Use a ladder only where a safer means of access or work platform is not reasonably practicable and the task is light, short-duration and can be completed without overreaching or excessive force. - Use an industrial-rated ladder that complies with the applicable AS/NZS 1892 series, is suitable for the task and environment, and is within its load rating. - Set ladders on a firm, level, non-slip surface. Fully open and lock stepladders, and do not use a folded stepladder as a leaning ladder unless specifically designed for that use. - Set leaning ladders at about one metre out for every four metres of rise and secure them against movement at the top and bottom where practicable. Extend an access ladder sufficiently above the landing to provide a secure handhold. - Position ladders clear of doors, openings, edges, vehicle routes and electrical hazards, or isolate and barricade those hazards before use. - Maintain three points of contact while climbing and a stable body position while working. Keep belt buckle between the stiles, do not stand on prohibited top steps, and use a tool belt or hoist for materials. - Do not move or reposition a ladder while anyone is on it. Protect ladders that encroach on walkways or traffic areas with effective barriers and traffic controls. - Maintain safe clearances from overhead and exposed electrical conductors and use a non-conductive ladder where an electrical risk remains. - Inspect ladders before use and periodically according to risk. Immediately tag and remove damaged, contaminated or defective ladders from service; do not make unauthorised repairs.					
Initial Risk:		High		Residual Risk: Moderate	