

# BI-02.40 Introduction and Control of Materials on Site

*(Accountable - Operations Manager (Unassigned))*

## Expectations

Sites have a process for introducing and controlling materials in use on site.

## Specify

The process prevents unwanted materials coming to the site and confirms that storage, handling and emergency response capacity is in place to suit any materials being introduced.

### Requirements:

1. All people bringing materials to site follow the requirement to first gain approval from the Health and Safety department or the senior company Manager on site.
2. Prior to giving approval for a new material coming to site the approver confirms:
  - The material is not a prohibited substance (asbestos, carcinogen, etc.)
  - Requirements in the Safety Data Sheets can be met by resources on site (PPE, Emergency Response / Fire Fighting, Medical Facilities)
  - Locations are available on site for storage of the material safely
  - Usage procedures are based on a consideration of the risks and required controls of using the material(s)
3. Responsible role holders for the material when on site confirm its introduction and presence on site is communicated with all relevant groups and is appropriately sign posted.
4. Information is provided to users

5. While on site workers and supervisors monitor the storage and meet site requirements for work areas
6. Workers involved in handling and transporting materials check they understand what the requirements of the Safety Data Sheet for the materials

## **Implement**

Formal introduction of materials to site - including confirming checks that MSDS and available control activities (procedures and PPE) are in place. This process should trigger specific training, modifications to storage / storage signage, confirmation of availability of specialist PPE (if needed), and communication with workers on site as needed.

## **Monitor**

Supervisors conduct regular inspections of work areas and work areas standards inspections should audit all materials handling, storage, use and disposal on site.

Verification activities should include work area standards which confirm only approved materials are in use on site and task observations by senior personnel which test the knowledge of workers and their supervisors in materials controls and other elements of the safety and health management system.