STANDARD OPERATING PROCEDURE HAZARDOUS CHEMICAL AGENTS' MANAGEMENT

TNCL-OHS-SOP-0012

APPROVALS

Title	Name	Signature	Date
Author	Dr Fredrick J Weinand		06/10/2023
pp Chairperson Standard Committee	WALTERBLANCA NSHIMAH		06/10/2023
OHS Manager	AKIDA WARIA		06/10/23
ERT Coordinator	HABIBU MSABILA		06/10/23
pp Safety & Training Specialist	Joseph Mwita.		9/10/2023
Engineering Manager	SARA ALY		9/10/2023
General Manager		M.DR	12/10/23

Table of Contents

1. PURPOSE

To manage all Hazardous Chemical Agents used at TNCL and reduce potential risks and adverse impacts to employees, contractors, visitors, stakeholders, and the environment.
The measures outlined in this procedure will ensure that Hazardous Chemical Agents are managed in accordance with the Industrial and Consumer Chemicals (Management and Control) Act of 2003 and its Regulations, TNCL Environmental Policy, Environmental Management Plan (EMP) and Environmental Impact Statement (EIS).

2. SCOPE

This Standard applies to the TNCL project area, including contractors, subcontractors and visitors and is relevant to all Hazardous Chemical Agents except radioactive sources and pharmaceuticals.

3. ABBREVIATIONS

ABBREVIATION	MEANING
TNCL	Tembo Nickel Corporation Limited
GCLA	Government Chemist Laboratory Authority
PPE	Personal Protective Equipment
SPCC	Spill Prevention & Countermeasure Control
OHS	Occupational Health and Safety
SDS	Safety Data Sheet
NFPA	National Fire Protection Association
HMIS	Hazardous Material Identification System
TANROADS	Tanzania National Roads Agency
EIS	Environmental Impact Statement
FIFO	First In, First Out
HazMat	Hazardous Materials
SDS	Safety Data Sheet
OEL	Occupational Exposure Limit
CAS number	Chemical identity
GHS	Globally Harmonized System for Classification and Labelling of Chemicals
CARC	Carcinogen
HCA	Hazardous Chemical Agent
BEI	Biological exposure index

4. DEFINITIONS

Industrial chemical	Any chemical or product used or intended for use in industrial processes.
Hazardous waste	Any solid, liquid, gaseous or sludge waste which, by reason of its chemical reactivity, environmental or human hazardousness, infectiousness, toxicity, explosiveness and corrosiveness, is harmful to human health, life or the environment.
Restricted chemical	Limited ban of a chemical for which virtually all registered use has been prohibited by the Board, but certain specific registered use or uses remain authorized.
SDS (Safety Data Sheet)	The document contains information related to the identification of the substance, preparation, composition, information on the ingredients, hazard identification of the product, first aid, firefghting measures, handling and storage, exposure controls and personal protection, Toxicological information and disposal consideration.
Reasonably Practicable	Where the phrase reasonably practicable is used in this Our Requirements, it means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters, including: a. the likelihood of the hazard or the risk concerned occurring. b. the degree of harm that might result from the hazard or risk. c. what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimizing the risk. d. the availability and suitability of ways to eliminate or minimize the risk; and e. after assessing the extent of the risk and the available ways of eliminating or minimizing the risk, the cost associated with available ways of eliminating or minimizing the risk, including whether the cost is grossly disproportionate to the risk.

5. RESPONSIBILITIES

5.1 Environment Manager

a. Ensuring environmental Risk Assessment is conducted at the workplace and the neighboring community and appropriate mitigation measures are implemented.
b. Ensuring all Hazardous Chemical Agents that are used onsite are registered in the chemical inventory.
c. Ensuring all new Chemical Agents are registered before being delivered onsite.
d. Ensure labelling, packing, storage, transportation, and disposal of Hazardous Chemical follow this procedure.
e. Ensure timely submission of the monthly Precursor Chemicals reports to the GCLA.

5.2 OHS Manager

a. Conducting health-based Hazard Identification and Risk Assessment at the workplace and putting in place appropriate control measures.
b. Ensuring the chemical inventory register is placed as stipulated in this SOP.
c. Conducting Occupational Hygiene Assessment, including biological monitoring of all chemicals at the workplace.
d. Ensuring appropriate medical surveillance and respirator control program is in place.
e. Provide employees with Hazardous Materials advice based on potential exposure and type of work.
f. Develop and implement HazMat practices such as storage, containment, loading/unloading, compatibility, etc.
g. Conduct risk assessments for transportation, offloading and storage of Hazardous Materials.
h. Maintain an Emergency Response Plan for responding to Hazardous Materials emergencies. Implement training and equip the emergency response team.
i. The management of Spill incident and Prevention and Control measures as TNCL crisis management plan Refer to the **TNCL-OHS-PLN-0001**

5.3 Supply chain/Procurement Managers

a. Ensuring no chemical is delivered onsite without a Safety Data Sheet (SDS)
b. Ensuring the warehouse for storage of chemicals follows appropriate specifications as per OHS and Environmental Department recommendations.
c. Should NOT procure any new chemical before getting appropriate approval from the OHS manager and align with Chemical Risk Control Standard.
d. Ensuring that all chemicals that are transported to the site must follow the Manufacturing recommendations and appropriate National legislation.

5.4 User Department (s)

a. Must ensure no employee will be allowed to work with the chemical without a certificate of medical fitness.
b. Ensuring all employees handling hazardous Chemical Agents follow the instructions of this procedure.

5.5 Overall responsibilities of the employee/a person that might be exposed.

Every person who is or may be exposed to an HCA must obey a lawful instruction is given by or on behalf of the employer.
Regarding: -

a) HCA release prevention.
b) The wearing of personal protective equipment.
c) The wearing of monitoring equipment to measure personal exposure.
d) Reporting for health evaluations and biological tests as required by these regulations.
e) The cleaning up and disposal of materials containing an HCA.
f) Housekeeping at the workplace, personal hygiene, and
g) Environmental and health practices; and
h) information, instruction, and training as contemplated in regulation section 3.6.

6. INFORMATION, INSTRUCTION AND TRAINING

"Every employer who undertakes work which is liable to expose an employee to an HCA must, before any employee is exposed or may be exposed, after consultation with the health and safety committee established for that section of the workplace, provide that employee with suitable and sufficient information, instruction and training, as well as thereafter inform, instruct and train that employee at intervals as may be recommended by that health and safety committee.

a) The information, instruction and training contemplated in sub-regulation must include the following—
    a. The details of this Policy
    b. The chemical substance regulations that are in place govern all aspects of HCA use at the workplace.
    c. The legislated OELs that are in place; and
    d. The duties of persons who are likely to be exposed to an HCA, as contemplated in subsection 3.6.
    e. details of the HCAs to which the employee is likely to be exposed at the workplace, including—
    f. the names of the HCAs and where they may be found in the workplace.
    g. information on the potential harmfulness of the HCAs at the workplace; and
    h. significant findings of the HCA exposure assessment,
    i. information on how to access the relevant SDSs.
    j. the information that each part of an SDS provides.
    k. The information that each part of the label on containers provides and why the information is being provided.
    l. the work practices and procedures that must be followed for the
    m. use, handling, storage, transportation, spillage, and disposal of an

n. HCA, in emergency situations, as well as for good housekeeping and personal hygiene.
o. The necessity of personal air sampling, biological monitoring, and medical surveillance.
p. The need for engineering controls and how to use and maintain them.
q. The need for personal protective equipment, including respiratory protective equipment, and its use and maintenance.
r. The precautions that must be taken by an employee to protect themselves against health risks associated with exposure, including wearing and using protective clothing and respiratory protective equipment, and
s. the necessity, correct use, maintenance and potential of safety equipment, facilities and engineering control measures provided."

7. CHEMICAL REGISTRATION

a) The site TNCL will create and maintain a Hazardous Chemical Agent Register, which will be under the OHS Department.
b) The Chemical Register will have the following information.
    a. The Generic name of the chemical
    b. The Trade name of the chemical
    c. Name of the manufacture
    d. Name of the importer or/or supplier
    e. The form of the chemical
    f. CAS number of the chemical
    g. The volume of the chemical
    h. Precursor chemical or not
    i. Expiry Date
    j. Date received onsite.
    k. Flammability
    l. Asthmagen
    m. Reproductive toxicity
    n. SDS availability
    o. The location where it is stored.
    p. The use of the chemical
    q. Packing material (Tin, cane, bottle, etc.)
    r. User Department
    s. Name of the Manager
    t. Contact number and email of the manager.
c) All chemicals that are currently used onsite must be entered into the chemical register within one month after the promulgation of this SOP.
d) All other new chemicals must first be approved by the Hazardous Chemical Agents Committee.

8. HAZARD IDENTIFICATION AND RISK ASSESSMENT

I. An employer or self-employed person must, after consultation with the relevant health and safety representative or relevant health and safety committee, cause an assessment to be made immediately and thereafter at intervals not exceeding one year to determine if any employee may be exposed by any route of intake.

II. The employer must inform the relevant health and safety representative. Or relevant health and safety committee in writing of arrangements made for the assessment contemplated in subsection 6.1, give them reasonable time to comment thereon and ensure that the results of the assessment are made available to the relevant representative or committee who may comment thereon.

III. When making the assessment, the employer or self-employed person. must keep a record of the assessment and take into account such matters as— the HCA to which an employee may be exposed.

a) The effects the HCA may have on an employee.
b) Where the HCA may be present, and the physical form in which it is likely to exist.
c) The route of intake by which, and the extent to which, an employee may be exposed; and
d) the nature of the work process and any reasonable deterioration in, or failure of, control measures.
e) If the assessment made indicates that any employee may be exposed, the employer must ensure that monitoring is carried out and that the exposure is controlled.
f) An employer or self-employed person must immediately review the
g) assessment required by sub-regulation if:
    i. there is reason to suspect that the previous assessment is no
    ii. longer valid, or there has been a change in a process involving an HCA or in the
    iii. methods, equipment or procedures for the use, handling, control or processing of the HCA.

9. AIR MONITORING

Where the inhalation of an HCA is concerned, an employer must ensure that:

a) The measurement program of the airborne concentrations of the HCA to which an employee is exposed is carried out by a Competent, Registered and Certified Occupational Hygienist for workplace assessment and environmental exposure.
b) The assessment must be conducted annually or at shorter intervals as per operational needs.
c) When doing the assessment, an internationally acceptable methodology, equipment and analysis method, including the Lab, must be used.

10. MEDICAL SURVEILLANCE

The medical surveillance must follow the TNCL Medical surveillance program: TNCL-OHS-SOP-0016.

11. RESPIRATOR ZONE

The Respiratory protection, including the Respirator zone, must adhere to the TNCL Respiratory Protective Equipment Program: TNCL-OHS-SOP-0017.

12. RECORDS

An employer must—

a) keep records of the results of all assessments, air monitoring, and medical surveillance reports, provided that personal medical records may be made available to only an occupational health practitioner.
b) Subject to the provisions of paragraph (c), make the records contemplated in paragraph (a), excluding personal medical records, available for inspection by an inspector.
c) Allow any person, subject to the personal written consent of an employee, to peruse the records with respect to that employee.
d) Make the records of all assessments and air monitoring available for perusal by the relevant health and safety representative or relevant health and safety committee.
e) Keep all records of assessments and air monitoring for a minimum period of 30 years.
f) If the employer ceases activities, hand over or forward all records by registered post to the Mining Inspector.

13. CONTROL OF EXPOSURE TO HAZARDOUS CHEMICAL AGENTS

An employer must ensure that the exposure of an employee is either prevented or, where this is not reasonably practicable, adequately controlled:

Provided that—

a) where there is exposure for which there is a restricted limit, the control of the exposure must be regarded as adequate if the level of exposure is below that limit or if the relevant area is zoned and the level of exposure is reduced to below that restricted limit by means of adequate personal protective equipment only after the level has been reduced to as low as is reasonably practicable by any other means than personal protective equipment; or
b) where there is exposure for which there is a maximum limit, the control of the exposure must be regarded as adequate if the exposure is at a level as low as is reasonably

practicable below that maximum limit, provided that in the case of temporary excursions above the control limit, the employer must ensure—

a. that the excursion is without a significant risk of exposure.
b. that the excursion is not indicative of a failure to maintain
c. adequate control.
d. During the excursion, the area is temporarily demarcated and prescribed and identified.

Where reasonably practicable, the employer must control the exposure of an employee by—

a) limiting the amount of an HCA used, which may contaminate the working environment.
b) Limiting the number of employees who will be exposed or may be exposed.
c) Limiting the period during which an employee will be exposed or may be exposed.
d) Using a substitute for an HCA.
e) Introducing engineering control measures for the control of exposure, which may include:
f) Process separation, automation or enclosure.
g) The installation of local extraction ventilation systems to processes, equipment and tools for the control of emissions of an airborne HCA.
h) Use of wet methods and separate workplaces for different processes; and
i) introducing appropriate work procedures which an employee must follow where materials are used, or processes are carried out which could give rise to exposure of an employee, and which procedures must include.
    a. written instructions to ensure that an HCA is safely handled, used and disposed of;
    b. that process machinery, installations, equipment, tools and local extraction and general ventilation systems are safely used and maintained.
    c. That machinery and work areas are kept clean, and that early corrective action may be readily identified.

An employer must ensure that the emission of an HCA into the atmospheres comply with the Tanzanian Environmental legislation.

14. PERSONAL PROTECTIVE EQUIPMENT AND FACILITIES

The use of Personal Protective Equipment (PPE) must follow the TNCL PPE procedure and Respiratory Protective Equipment Program, TNCL-OHS-PRO-0005 and TNCL-OHS-SOP-0017, respectively.

15. MAINTENANCE OF CONTROL MEASURES

An employer must ensure that:

a) all control equipment and facilities provided above are maintained in good working order and
b) that thorough examinations and tests of engineering control measures are carried out at intervals not exceeding twenty-four months by the engineering team and an approved inspection authority when applicable

16. PROHIBITIONS

No person may, as far as is reasonably practicable,

a) use compressed air or permit the use of compressed air to remove particles of an HCA from any surface or person.
b) smoke, eat, drink or keep food or beverages in a respirator zone or permit any other person to smoke, eat, drink or keep food or beverages in that zone.
c) use statements such as "non-toxic", "non-harmful", "nonpolluting", or "non-hazardous" or similar statements indicating the HCA as not hazardous or any other statements that are inconsistent with the HCA's GHS classification on the label or packaging of any HCA.
d) Manufacture, procure, use, handle or store within the workplace prohibited chemicals which include:
    a. 4-aminophenyl and its salts CAS 92-67-1
    b. benzidine and its salts CAS 92-87-5
    c. 2-naphthyl amine and its salts CAS 91-59-8
    d. 4-nitrophenyl CAS 92-93-3
    e. Polychlorinated biphenyls (PCB), except mono- and dechlorinated biphenyls CAS 1336-36-3
    f. Polychlorinated terphenyls (PCT) CAS 61788-33-8
    g. Preparations with a PCB or PCT content higher than 0,01% by weight

17. CLASSIFICATION OF HAZARDOUS CHEMICAL AGENTS

`17.1 The manufacturer or importer of a chemical agent must do the following before it is supplied to a workplace:

a) determine whether the chemical agent is an HCA by carrying out a hazard assessment referencing the cut-off values provided in Annexure one
b) if the substance, mixture, or article is an HCA, ensure that a GHS classification is carried out for the HCA, and
c) review the GHS classification should a change in the composition of the HCA be made.

17.2 Safety data sheet must be prepared by an importer or manufacturer before the manufacture.

and, if this is not reasonably practicable, immediately after manufacture but before import, provided that the safety data sheet is:

a) GHS compliant.
b) classified for the HCA, in accordance with regulation 14.1.
c) reviewed at least once every five years.
d) amended whenever necessary to ensure that it contains correct and current information, aligned to its GHS classification required by regulation 14(c), which includes new data regarding the hazard presented by an HCA that changes its classification in a category or subcategory of a hazard class or results in its classification to another hazard class; and
e) given the most recent applicable date, which may be the date of the first issue, review or amendment.

17.3 provided by a manufacturer or importer to:

a) a supplier of the HCA to a workplace, and
b) any person who is likely to be affected by the HCA.

17.4 provided by a supplier of the HCA:

a) when the HCA is first supplied to the workplace.
b) if the SDS for the HCA is amended; and
c) to any person at the workplace if they request the SDS and

17.5 obtained by the employer from the manufacturer, importer or supplier of the HCA and provided to:

a) any person who is involved in using, handling, or likely to be exposed to the HCA at the workplace.
b) any person at the workplace who needs the information to assess risks related to health and safety.
c) any health practitioner who needs the information to treat a
d) the person who has been exposed to the HCA or
e) an emergency service professional who requires the
f) information to fulfil his duties as an emergency respondent.

17.6 The information in the GHS-compliant safety data sheet must be presented using the following 16 headings in the order given below, as may be updated from time to time:

a) Section 1: identification of the substance/mixture and of the company/undertaking.
b) Section 2: hazards identification.
c) Section 3: Composition/information on ingredients.
d) Section 4: first aid measures.
e) Section 5: firefighting measures.
f) Section 6: Accidental release measure.
g) Section 7: handling and storage.
h) Section 8: Exposure controls/personal protection.
i) Section 9: physical and chemical properties.
j) Section 10: stability and reactivity.
k) Section 11: toxicological information.
l) Section 12: ecological information.
m) Section 13: disposal considerations.
n) Section 14: transport information.
o) Section 15: Regulatory Information; and
p) Section 16: other information.

17.7 Labelling of Hazardous Chemical Agents

With regard to the labelling of an HCA, a manufacturer or importer of an HCA must ensure that:

a) the HCA is correctly labelled as soon as practicable after the HCA is manufactured or imported.
b) a supplier of an HCA may not supply an HCA if it is not correctly labelled.
c) a retailer of an HCA may not supply any consumer product.
d) containing an HCA to be used in a workplace if it is not correctly labelled and
e) an employer must:
    a. Ensure that an HCA that is used, handled, or stored at the workplace is correctly labelled.

b. Ensure that a container labelled for an HCA is used for only the use, handling or storage of that HCA.
c. as far as is reasonably practicable, ensure that when an HCA is transferred or decanted at the workplace from its original container into a destination container, the
d. destination container is correctly labelled for that HCA, and
e. ensure that an HCA within pipework is identified by a label or sign or in any other suitable manner.

f) Subject to the provisions of sub-regulation (1), an HCA is correctly labelled if the selection and use of label elements are in accordance with the GHS and if the HCA is packed in a container that has a label that includes:
g) The product identifier and, where applicable, the United Nations' proper shipping name.
h) The chemical identity of all the ingredients contributes to the final GHS classification of the HCA.
i) The name, address, and business telephone number of the manufacturer or importer; an emergency telephone number where support is available; and
j) a signal word, hazard statement, precautionary statement and hazard pictogram consistent with the HCA's GHS classification, made in accordance with regulation 14, and that may include:
    a. The quantity of the HCA in the package unless this quantity is specified elsewhere on the package.
    b. The quantity of each HCA ingredient.
    c. Any information about the hazards and first aid and emergency procedures relevant to the HCA is not otherwise included in the hazard statement or precautionary statement.
    d. first-aid measures; and
    e. expiry date, where applicable

17.8 Packaging of hazardous chemical agents

Packaging for an HCA must satisfy the relevant requirements of the UN Transport of Dangerous Goods, with respect to packaging and fastenings, or where applicable, the UN IMO International Maritime Dangerous Goods Code, including the following requirements:

a) The manufacturer or importer of an HCA must ensure that the HCA is correctly packed as soon as reasonably practicable after manufacturing or importing.
b) For the purposes of paragraph (a), the expression "correctly packed" means—
    a. that the packaging is in sound condition.
    b. That the packaging is durably and legibly marked.
    c. That the packaging will safely contain the chemical for the
    d. time the chemical is likely to be packed.
    e. The packaging is made of a material that is compatible with the HCA and will not be adversely affected by the HCA.
    f. The packaging and fastenings are strong and solid throughout to ensure that they will not loosen and will meet the normal stresses and strains of handling and

g. that the packaging does not usually contain food or beverages and cannot mistakenly be identified as containing food or beverages.

18. DISPOSAL OF HAZARDOUS CHEMICAL AGENTS

An employer must, as far as is reasonably practicable recycle all HCA waste.

a) Ensure that all HCA waste is classified and disposed of as waste in terms of the following legislation:
   I. The Industrial and Consumer Chemicals (Management and Control) Act, 2003, Section 44.
   II. The Environmental Management (Hazardous Waste Control and Management) Regulations, 2019
b) Ensure that all collectable HCA waste is placed in containers that prevent the likelihood of exposure during handling.
c) Ensure that all vehicles, reusable containers and covers which have been in contact with HCA waste are cleaned and decontaminated after use in such a way that the vehicles, containers or covers do not cause a hazard inside or outside the premises concerned.
d) Ensure that all employees occupied in the collection, transport and disposal of HCA waste, which may be exposed to that waste, are provided with suitable personal protective equipment and
e) Ensure that if the services of a waste disposal contractor are used, a provision is incorporated into the contract stating that the contractor must also comply with the provisions of these SOPs.

18.1 Procedure

a) Individuals transporting chemicals must be familiar with the material's hazards and know what to do in the event of a release or spill. Safety Data Sheets (SDSs) are a good source for this information.
b) Employees transferring hazardous materials must have proper lab safety training, including spill-response training.
c) Containers being transferred must be fully capped and labelled properly according to GHS labelling requirements.
d) Materials that are unstable, explosive, or extremely or acutely hazardous should not be moved without first contacting GCLA for compliance guidelines.
e) Hazardous materials must be attended at all times while being transported.
f) Incompatible chemicals must be kept separated during transport.
g) Hazardous materials should not be transported in the passenger compartment of the vehicle. They should be kept in the trunk of a passenger vehicle or the bed of a truck.
h) Transport of hazardous materials using bicycles or mopeds or on the shuttle bus system or other modes of public transit is strictly prohibited.
i) A spill kit must be kept in the vehicle suitable for cleaning up the materials that are being transported. In general, this would consist of personal protective equipment (e.g., gloves, eye protection), absorbent materials, and plastic bags to contain clean-up debris. If the refrigerant is used during transport, then the operator should have a pair of cryogenic gloves available in the vehicle.

j) Materials must be in a secondary containment that is properly secured, properly vented, and enclosed with enough absorbent material to absorb all of the liquid.

18.2 Improper methods of transporting chemicals and hazardous materials:

a) Transportation via personal automobiles for work purposes.
b) Transportation via Public Transit.
c) Transportation across or on public roads, except when in compliance with related exemptions.
d) Transportation in hazardous, severe weather conditions.

18.3 Transportation Requirements and Best Practices:

a. Transportation between buildings should be done by walking and should use indoor corridor connections whenever possible.
b. Transport all hazardous materials using the container-within-a-container concept.
c. Small containers may be carried within an easily handled secondary container.
d. Large containers should be transported in a bucket or in a secondary container on a cart.
e. When transporting materials outdoors, use a cart with pneumatic tires and have a spill clean-up kit on the cart.
f. Transport incompatible materials (such as corrosives) within independent secondary containers.
g. Off-site transportation should involve consultation with GCLA and careful review to ensure compliance with Materials of Trade exemptions.

This exemption allows a shipping company to transport hazardous materials on public roads as long as the following specific conditions on packaging and labelling are met:

a. Packaging is the original manufacturer or equivalent.
b. Packaging is labelled with either a common chemical name or a proper shipping name.
c. Packaging is leak tight.
d. The outer packaging is securely closed and secured against movement and damage.
e. The outer packaging is not required for receptacles (containers) secured within crates, bins, or compartments.
f. Cylinders and pressure vessels must conform to chemical and hazardous materials management regulations and standards but do not require outer packaging.
g. Proper shipping name, identification number, and hazard class warning label.

19. Environmental Management

The details of the purchasing, transporting, storage and disposal can be found in the standard operating procedure (SOP) for management of chemicals and hazardous substances. The guidance for handling the precursor chemicals has also been explained in the same SOP.

20. SYSTEM EVALUATION

This procedure shall be reviewed at least after two years by members of OHS Department and presented to the Standard Committee for approval, or when organizational changes take place or required as part of internal and external audits. The TNCL Document Controller will monitor compliance with the document control system on an ongoing basis.

21. DISTRIBUTION

List physical locations which require a controlled copy of this document.

Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System

22. CONTRAVENTION

Any breach of this procedure shall be regarded as refusal/failure to carry out a lawful instruction and will be dealt with as per the disciplinary procedure.

23. DOCUMENT CHANGE PROCESS

The process of document change starts when the document custodian identifies there is need to make changes within the document. The document custodian/ owner shall complete the document change request form, sign it off and submit it to the Document Controller.

The Document controller shall issue the controlled word copy of the document to the respective document custodian/owner so that changes may be made. The document custodian/owner shall resubmit the updated document to the document controller so that the document can be controlled and updated within the Filing system ready for use by the end users.

23.1 Reason for Change

A	As a result of incidents	F	Change in training requirements
B	As a result of the audit findings	G	Results of risk assessments
C	New / changes in governance documents	H	Change due to spelling or grammatical error
D	Changes in legislation	I	New document format
E	Changes in technology	J	To integrate special instruction into the document control system

23.2 History of Change

Date of Change	Revision No	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer

24. RECORD CONTROL

Document Title:	Document ID:	Responsible for Maintenance:	Responsible for Filling:	Location of Storage:	Retention Period:	Method of Disposal:
TNCL-OHS-SOP-0012	Hazardous Chemical Agents Management	Document Controller	Document Controller	OHS Department	Hard Copy two Years	Hard copy shared file electronic

25. DECLARATION

I hereby declare that I have taken part in the discussion of this procedure, and I understand its contents and do commit that I shall ensure compliance hereto:

	Name and Surname	Company Number	Designation / Role	Signature	Date Signed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					

26. APPENDICES

Occupational Exposure Limits for selected chemicals as per BHP requirements.

Substance	Chemical abstract number (CAS)	BHP OEL (mg/m3 unless otherwise listed)	Notation
Asbestos, all forms	1332-21-4	0.1 f/ml	International Agency for Research on Cancer (IARC) Group 1
Benzene	71-43-2	TWA 0.5 PPM STEL 2.5 PPM	IARC Group 1; Skin; Biological exposure index (BEI)
Benzo(a)pyrene	50-32-8	TWA 0.2 µg/m3	IARC Group 1; BEI
Coal mine dust: respirable		TWA 1.5 R	
Coal tar pitch volatiles as benzene/cyclohexane soluble fraction (BSF/CSF) of total particulate matter	65996-93-2	TWA 0.05 (BSF) TWA 0.035 (CSF)	IARC Group 1; BEI
Carbon monoxide	630-08-01	TWA 30 PPM STEL: • Up to 50 PPM for 60 minutes. • up to 100 PPM for 30 minutes; or • up to 200 PPM for 15 minutes.	BEI
Diesel particulate as elemental carbon		As low as reasonably practicable but no higher than TWA 0.03.	IARC Group 1
Nickel: elemental and compounds, as Ni	Various	TWA 0.05 [I, T]	Nickel compounds IARC Group 1; Nickel, metallic and alloys IARC Group 2B
Particulates not otherwise specified (PNOS)		TWA 10 [I] TWA 3 [R]	
Silica, crystalline	Various	TWA 0.05 [R]	IARC Group 1
Sulphur dioxide		7446-09-5	TWA 2.0 PPM STEL 5.0 PPM
Sulphuric acid (thoracic fraction)	7664-93-9	TWA 0.2	IARC Group 1