

MANAGING YOUR HAZARDOUS SUBSTANCES...

SOME EASY THINGS YOU CAN DO:

Prepared by Waitakere City Council, April 2004

Keep an accurate Hazardous Substances Inventory

Keeping an accurate inventory of what substances and what volumes of substances are held on your site is vital to good hazardous substance management. If you have a spill or burglary you will need to know what volumes have been lost. Keep a log of all hazardous substances you receive on site, and any substances that are collected for recycling/disposal. This can be used as an easy check against your stock inventory if an incident occurs.

Hazardous Substances Inventory Forms, Receipt and Disposal Record templates can be found at: <http://www.waitakere.govt.nz/AbtCit/ec/clnprod/hazsubprj.asp>

Storage & labelling

As a general rule store like substances together and unlike substances apart. For more detailed information see the segregation chart in the Transport of Dangerous Goods on Land NZS 5433:1999 or consult a registered Test Certifier (www.ermanz.govt.nz). Make sure when you are decanting substances into smaller containers for use in a work area that these containers are of a good quality and are clearly labelled, so if for example someone gets a corrosive substance on their hands they know what it is and what to do! Avoid using commonly recognisable bottles such as water and milk bottles for this. Placing large clear signs around hazardous substance areas will stop any confusion about where things are to be kept.

Be Prepared

Have documented procedures on what to do in the event of a spill. A basic task sheet should be attached to your spill kit. Your spill kit should be located in the area which a spill is most likely to occur and should be easily accessible in the event of a spill.

An Example of a Simple Spill Response Plan is shown below:

- 1) Identify Substance**
- 2) Determine if safety equipment is needed to handle substance**
- 3) Stop the source of spill or leak – plug, turn off tap etc.**
- 4) Contain the spill – use booms or absorbent materials, in particular protect stormwater drains**
- 5) Report the spill – make sure a procedure is in place to do this**
- 6) Clean up spill – collect all residue in a container**
- 7) Dispose of spill waste and any contaminated clean up materials in a responsible manner – through a responsible waste disposal contractor**
- 8) Replace lost material**
- 9) Review the incident – update procedures as necessary**

Good House-Keeping

Keeping your workshop clean and tidy will not only make your life easier but can also reduce some of the risks associated with hazardous substances. Many businesses store too much hazardous substance product and waste. Several businesses in Waitakere have experienced the benefits of a more frequent waste collection and/or less stock which include more workspace, a better looking workshop/factory, lowered risks associated with hazardous substances storage, and in some cases also lowered waste disposal costs. Organise a collection by an approved hazardous substance collector and get rid of any old containers or substances that you no longer use. Set up your permanent storage areas and place good signage around it.

Document your Procedures

Make sure you have written information for your staff describing different procedures such as mixing processes, disposal, spill control etc. Carrying out an annual audit on all your facilities, including hazardous substances is good practice, again make sure you document these audits for your records.

Bunding

Reducing the effects of an accidental spill is important in any industry. The lost work time, the costly cleanup and the appearance related to the spill isn't a good look. Bunding is one way to contain accidental spills, a bund is a secondary containment structure which surrounds the hazardous substance storage area. Bunds come in many forms however the purpose remains the same and that is to contain and minimise the effects of an accidental spill. The installation of a bund around the hazardous substance store will contain any spills and enable an easy cleanup.

Shown below is an example of a bund around a used oil storage area in an automotive workshop. The bund was constructed at no cost, except for the time spent making it. It is made up of a solid metal wall, and lined with a heavy plastic and tanalised timber edging, all of which were found in the workshops scrap pile. Now any spills will be contained in the bund!



BEFORE BUNDING



AFTER BUNDING

Cross Contamination

Cross contamination can increase the costs of disposal and the possible volatile aspects hazardous substances. For example, used oil recycling companies are available to pick up quantities of used oil of 400 litres or more and some recyclers will even pick it up for free....but only IF the used oil is 'clean.' The trick to keeping it 'clean' is having your storage areas set up well and clearly labelled to stop contamination or mixing with water, solvents, solids and other sludges. Recyclers and collectors will often increase charges if the substance is contaminated and some may even refuse to collect it completely so it pays to keep it 'clean'!

Recycling

Many substances can be recycled if they are kept separated. If you are concerned about your waste collection costs or the amount of waste you are generating consider initiating a waste audit to find out exactly where your 'unwanted resources' or 'wastes' are coming from and how much of it can be avoided or recycled. In most cases large quantities of waste can be avoided. The sorts of things that can be recycled include solvents, used oil, oil filters and metal parts. If you are interested in having a waste audit carried out contact the Cleaner Production team at Waitakere City Council.

For a disposal and recyclers list visit:

<http://www.waitakere.govt.nz/AbtCit/ec/clnprod/hazsubprj.asp>

Environmental Operations Plan – for larger businesses

The ARC have developed a comprehensive 'do it yourself' guide to identify and address environmental issues associated with larger industrial activities, which will help you to comply with the Resource Management Act 1991. It covers all the key problems that occur on industrial sites every day. It requires no specialist knowledge to use – just a knowledge of your own business. This tool was developed so that you can assess your own environmental impacts, eliminate or minimise sources of pollution, set up practical management systems and learn about some of the benefits of good environmental management. Contact the ARC to obtain a copy, ph (09) 366-2000.

For any questions on this document or more information on how to improve your hazardous substance management practises call the Cleaner Production Team at Waitakere City Council Ph (09) 839-0400.