

Chemical Management Procedure

1. Definitions

The following definitions are used throughout this document:

| Term / Acronym | Definition |
|----------------|---------------------------------------|
| SDS | Safety Data Sheet |
| RA | Risk Assessment |
| DG | Dangerous Good |
| HS | Hazardous Substance |
| IMS | Integrated Management System |
| SHEQ | Safety, Health, Environment & Quality |

2. Purpose and Scope

The purpose of this document is to ensure a systematic approach to the handling and storage of all chemicals used within the workplace.

This document applies to all CMX Personnel including suppliers and sub-contractors.

3. Responsibilities

3.1 SHEQ Department

It is the responsibility of the SHEQ Department to ensure all chemicals used within the workplace are correctly recorded within the SDS Library, chemical risks assessed, and chemicals audited against the documented controls.

3.2 CMX Managers and Supervisors

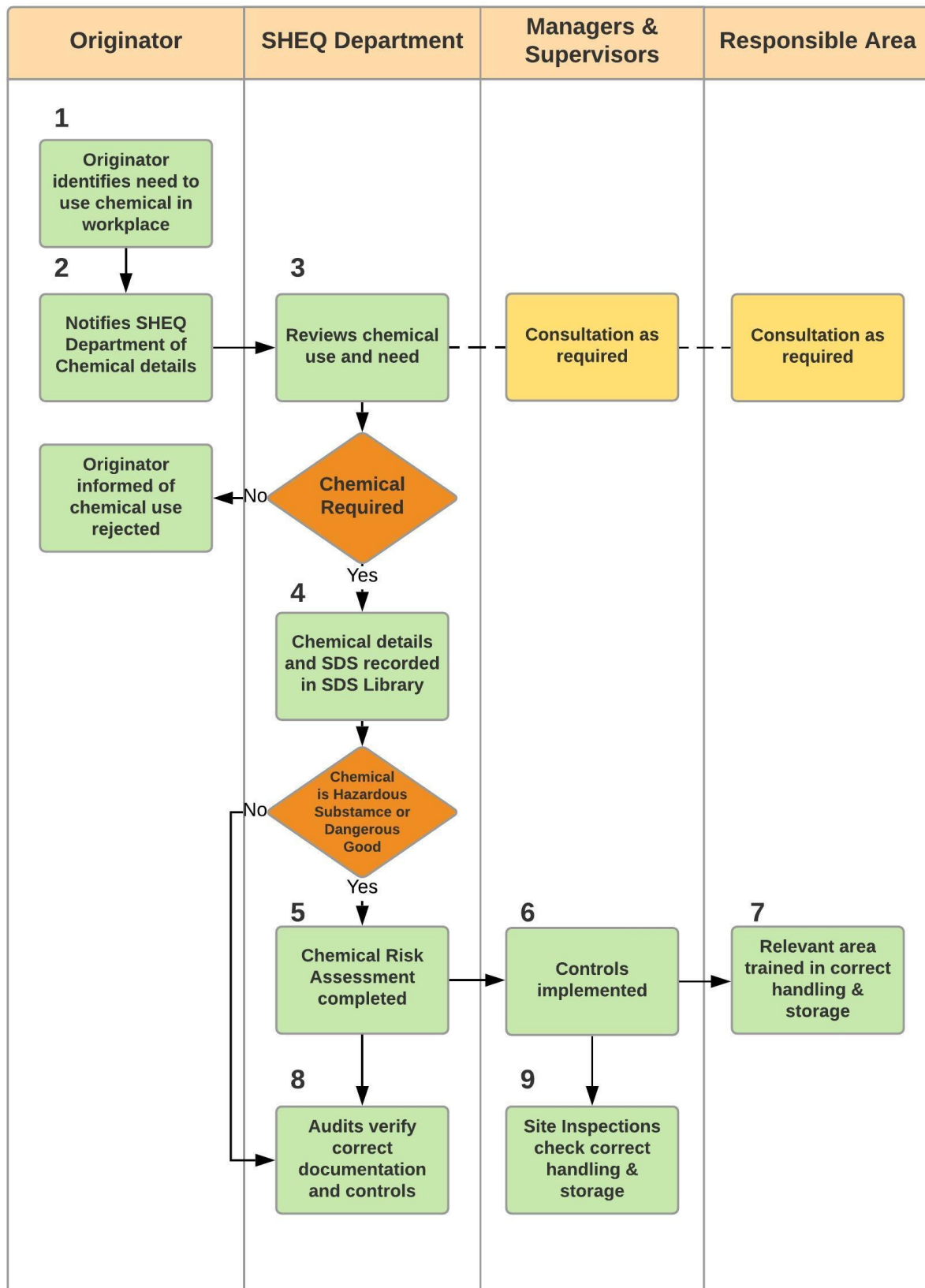
It is the responsibility of managers and supervisors to:

- Ensure that this Chemical Handling & Storage Procedure is implemented within their area/s of responsibility.
- Ensure that any new chemicals introduced into the workplace are firstly reported to the SHEQ Department, documented, and assessed prior to use.
- Any out of date documentation relating to chemicals are notified to the SHEQ Department and current documentation obtained.

3.3 Responsible Person

It is the responsibility of any CMX worker involved with any chemical related activity to:

- Cooperate with this Chemical Handling & Storage Procedure.
- Chemical handling and storage controls are complied with.



4. Process Details

4.1 Identification

Any new chemicals that are considered being introduced to CMX must identify the need and use of the chemical. Chemicals which are already used within CMX that could be used for the task should be considered first before any new chemicals are introduced.

4.2 Notification

The chemical being considered for use in CMX shall be notified to the SHEQ Department for review. When notifying the SHEQ Department the following details shall be included:

- The intended use
- The intended quantities
- Location of use
- Chemical details such as SDS, supplier, manufacturer etc
- Any other relevant information

4.3 Review

The SHEQ Department shall review the new chemical and consider the need for the use of the chemical within the CMX. Other personnel may be consulted during this process to confirm the need and implementation of the chemical.

Where the chemical is determined as not required, the originator will be notified with the reason for the chemical being rejected for use within CMX and where required, an existing alternative chemical will be advised.

Where the new chemical is accepted for use within CMX, the chemical shall be inserted into the SDS Library and a risk assessment will be completed (refer to 4.4 and 4.5 of this procedure).

4.4 Insert Chemical Details Into SDS Library

All new chemicals must be inserted into the SDS Library. The following information is to be included:

- Current SDS uploaded
- Chemical Name
- Supplier
- Product Use(s)
- Mark as hazardous substance/ dangerous good
- If DG detail DG Class and DG Separation (Chart located in Risk Register)
- Classification Details
- Expiry Date of SDS
- SDS URL Link

4.5 Risk Assessment of Chemical

If the chemical is a hazardous substance or dangerous good the chemical shall be assessed and documented within the Risk Management Register. The SDS and context of use within CMX shall be used and the risk assessment shall include but not limited to:

- Safety Data Sheet Currency
- Safe Handling
- Safe Use
- Safe Storage
- Incompatible Materials
- Storage Quantities
- PPE

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| Revision: 1 | Approved By: Managing Director | Printed: | |

- Control Measures
- First Aid Measures
- Firefighting Requirements
- Emergency Planning
- Legal Requirements (if applicable)
- Security and Access (if applicable)

4.6 Controls Implemented

The controls identified during the chemical risk assessment shall be implemented by the responsible managers and supervisors. This may also be further undertaken through the inclusion of work-related documents such as SWMS, project management plans, pre-starts and tool box talks depending on the intended use and management of the chemical.

4.7 Responsible Area

The responsible area where the chemical is used or stored shall be trained in the correct handling and use of the chemical and in line with the intended controls identified from the risk assessment.

4.8 Verification of Correct Use & Storage

The correct use, handling and storage of chemicals will be verified during planned audits, as per the IMS Audit Schedule.

4.9 Site Inspections

Regular site inspections will include the monitoring and inspection in the safe use, handling and storage of related chemicals.

5. Review

The Process Custodian is the Managing Director who will delegate authority to conduct an annual review of this document in line with the Audit Schedule. to ensure it continues to reflect the strategy of CMX and compliance requirements of its original intended purpose.

6. Revision Status

All revision details of the document are located in SharePoint. The current version details of the document are maintained in the header. As all hard copies are uncontrolled please regularly check the document control system for any updates to the document.

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