

Philbin Glass Recycling Ltd

METHOD STATEMENT

SAFE SYSTEM OF WORK – COSHH

ISSUE 4

DATE ISSUED: 01/04/2025

PREVIOUS REVIEWS: July 2018, July 2019,

July 2020, January 22, March 23, March 24

ISSUED BY: Sarah Philbin – Managing Director

IN CONSULTATION WITH: Muriel Parker

REVIEW DUE: March 2026

PERSONS AT RISK: All drivers and agency workers

SUBSTANCES:

ADBLUE

DIESEL

HAZARDS:

- Contact/exposure to liquid/vapour
- Incorrectly maintained PPE kit
- Spillages
- Poorly ventilated spaces.
- Fire

POSSIBLE EFFECTS:

- Breathing difficulties resulting from inhalation of fumes, irritation of the nose and throat, headache, nausea, vomiting, dizziness, drowsiness, euphoria, loss of coordination and disorientation. Unconsciousness and asphyxiation may result.
- Ingestion – may be fatal if enters airways, may cause lung damage if swallowed, abdominal discomfort, nausea and diarrhoea.
- Skin Contact – brief contact may cause slight irritation. Prolonged contact may cause more severe irritation and discomfort.

- May ignite on surfaces at temperatures above auto-ignition temperature. Vapour in the headspace of tanks and containers may ignite and explode at temperatures exceeding auto-ignition temperature, where vapour concentrations are within the flammability range.
- Danger to the environment if not cleaned up appropriately.
- Eye contact may cause irritation, mild discomfort and redness

When working with hazardous materials, you must follow policies and procedures.

- When filling the shovel (only trained drivers), avoid exposure/contact wherever possible – ensure storage area is fully open and ventilated.
- Wear all PPE provided.
- Ensure PPE is in good condition.
- Do not smoke
- Limit the time you are using it.
- Wash hands with soap after use.
- If a spillage occurs, use appropriate sand/other specialist material supplied and place in receptacle ready for removal to the local licensed waste disposal contractor in accordance with local regulations. This should be done quickly to lessen the risk of slipping and of the substance going into the drains.
- Flush area with plenty of water.
- Put a sign up if the spillage cannot be sorted out immediately.

- Only store substances in the original containers in our usual storage area as this is well-ventilated and away from ignition sources, oxidising agents, foodstuffs and clothing.
- Do not move the drums – they are moved by our suppliers.
- Keep containers closed when not in use.
- The vapour will not ignite at normal room temperatures, but in the case of fire, use a foam extinguisher if trained to do so (placed inside opening of building). If not trained, close the door and leave the building, then raise the alarm. (This is an empty building).
- To operate and refuel the bucket loader, the worker must be fully trained and follow procedures.

Training

- Drivers will undertake CPC training
- Safe Systems of Work at Induction
- Driver assessment
- In house training on safe working practices repeated at least 2 yearly
- All employees, including those from agencies, have been given a copy of the Safe Working Practices and Procedures

Please remember: You must adhere to this Safe System of Work at all times.

Print Name:**Signed:**

Date: 01/04/2025