

# Health and Safety Poisons Management Plan

## (Worked Example)

In accordance with the H&S at Work Act 2015 the aim of this organisation is

**to eliminate risks to health and safety, so far as is reasonably practicable; and**

**if it is not reasonably practicable to eliminate risks to health and safety, to minimize those risks so far as is reasonably practicable when handling poisons .**

### 1) Identifying our hazards:

- a) Catalogue all the poisons that you have in your institution.
- b) Have an inventory of your poisons that records the amount that you have, the container type and the location of your poison. (You can find an example of a chemical inventory in this resource section).
- c) Ideally take photographs of your poisons.

### 2) Assess the risks from your hazards:

- a) The risk of spilling or splashing a poisonous liquid onto a person or persons e.g. when using a cleaning fluid such as bleach.
- b) The risk of ingestion, accidentally or otherwise, of cleaning fluids, herbicides or display items.
- c) The risk of inhalation, accidentally or otherwise, of cleaning fluids, herbicides or display items.
- d) Use the worksafe hierarchy of controls and risk rating table to determine what are the possible actions you can take (<https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/risk-management/>)

### 3) Have processes for accidents, incidents, emergencies, and disposal:

- a) If a staff member splashed bleach in the eye, are there procedures/instructions telling the other staff what to do and who to contact. Do they know where the first aid kit is, and have they had first aid training? Is there a private area where they can look after the injured person until help arrives. Are there procedures/instructions telling the staff what to do and who to contact.
- b) If a staff member or visitor accidentally or otherwise ingested some poison, are there procedures/instructions telling the other staff what to do and who to contact. Do they know where the first aid kit is, and have they had first aid training? Is there a private area where they can look after the injured person until help arrives. Are there procedures/instructions telling the staff what to do and who to contact.
- c) Similarly, follow the same process if someone inhales a poisonous substance.
- d) Ensure that your staff know to where the correct Personal Protective equipment (PPE) when handling poisons

#### 4) Document staff training:

- a) Keep training records for all your staff, this should include the dates the training was received.
- b) Ensure staff have regular training sessions and that training is updated at least every 2 years.
- c) Ask staff for feedback on training sessions to determine if the training is regarded as useful and/or effective.

#### 5) Review the plan for effectiveness:

- a) In the light of any accidents, incidents, emergencies or disposals, review your procedure to see: 1) if it worked and 2) if it did not work, what do you have to do to ensure that it will work next time.
- b) Document and date any changes you make to your procedures.