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1.0 OBJECTIVES

The purpose of this procedure is to establish and maintain a system for identification, control, usage, storage and disposal of chemicals and other hazardous substances used by AlMansoori Specialized Engineering.

2.0 SCOPE

This procedure is applicable to all types of chemicals and hazardous substances used by AlMansoori Specialized Engineering in conformance with its integrated management system and the requirements of the ISO 9001, ISO 14001 and OHSAS 18001 standards.

3.0 DEFINITION OF TERMS

3.1 Hazardous substance – substances which have the potential to harm the health of people. The effects are generally over long term use.

3.2 Product identification – the name by which the substance is known, eg trade name, product name or chemical name.

3.3 Signal words – indicating the severity of the hazard, e.g. “HAZARDOUS”, “POISON” etc.

3.4 Risk phrases – conveying a more general description of the hazard eg “Toxic If Swallowed”.

3.5 Safety phrases – providing details on the storage, handling and personal protection eg “Keep Away From Heat”.

3.6 First aid phrases – for exposures requiring immediate treatment eg “If eye contact occurs, wash eye immediately”.

3.7 IMS – refers to the “Integrated Management System”, which is a type of management system that addresses the requirements of ISO 9001, ISO 14001 & OHSAS 18001 standards.

3.8 MR – Management representative: a person appointed to manage and monitor the implementation of the organization’s IMS.
4.0 RESPONSIBILITIES & AUTHORITIES

4.1 The Corporate HSEQ manager is responsible for ensuring proper handling of chemicals and other hazardous substances as specified in this procedure.

4.2 The warehouse personnel and other concerned personnel are responsible for properly handling all chemicals.

5.0 PROCEDURE

5.1 Purchasing of Chemicals & MSDS

5.1.1 The corporate HSEQ manager shall ensure that the MSDS (Material Safety Data Sheet) of each type of chemical are consulted before the material is purchased.

5.1.2 The purchased of chemicals and other hazardous substances shall be accompanied by the MSDS. As a general rule, all chemicals and any hazardous/non-hazardous substances shall not be used without the relevant MSDS.

5.1.3 The MSDS of each chemical and other hazardous substance shall be kept and maintained by the division.

5.2 Registration of Chemicals

Each chemical used by AlMansoori Specialized Engineering shall be registered using the chemical substance register form” (Appendix A). The corporate HSEQ manager shall ensure that this register is maintained and updated. Only chemicals specified on the register shall be allowed to be used.

Contractors who are using chemicals and other hazardous substances shall be required to maintain a copy of their own chemical substance register in projects or areas where it is being stored and used.

The MSDS of each chemical and other hazardous substance shall be included in the chemical substance register”. This shall be readily accessible and available in the immediate vicinity at all times. (Note: in case an electronic system for maintaining the MSDS is preferred and used, such information must also be accessible. The
Corporate HSEQ manager must have a back-up plan in the event of a computer or server failure).

5.3 Labeling

All containers of chemicals and other hazardous substances supplied to, used in, or handled in the workplace shall be appropriately labeled to identify the substance and allow it to be used properly.

Manufacturers and suppliers shall have the primary responsibility for labeling all chemicals and hazardous substances supplied for use at work.

Each chemical and hazardous substance shall be properly labeled in accordance with the following minimum requirements:

- **a)** Product identification
- **b)** Signal words & symbols (eg flammable)
- **c)** Chemical name (in full, no abbreviations)
- **d)** Risk and safety phrases
- **e)** First aid phrases
- **f)** Manufacturer’s contact details
- **g)** Emergency and first aid information

Chemicals or hazardous substances contained in an enclosed system (eg pipe or piping systems, or a process or reactor vessel) need to be identified and labeled. Suitable means of labeling may include the use of color-coding or labels according to a set standard.

5.4 Handling & Storage

Only the corporate HSEQ manager, warehouse staff and other authorized personnel shall be allowed to access the storage area for chemicals and other hazardous substances.

All boxes and packages of chemicals and other hazardous substances shall be kept closed during storage and/or when not in use.

In case of liquid chemicals or other substance which are not stored or put in a storage cabinet or shelves, these shall be put in a secondary spill tray or catch basin.
Copies of MSDS shall be made readily available in locations where chemicals and other substances are stored. These documents shall be easily accessible for reference.

Eating and bringing of food inside the storage area for chemicals and other hazardous substances shall be prohibited.

5.5 Chemical Spills and Leaks

As part of the company’s emergency preparedness and response, an emergency spill kit shall be made available and deployed in locations where chemicals and other substances are stored. In addition, appropriate PPE (personal protective equipment) and clothing shall be readily available for use.

In the event of spills and leaks, only qualified and trained personnel shall carry out immediate clean-up in accordance with the emergency preparedness and response procedure”.

6.0 ATTACHMENTS

6.1 Appendix A – “Chemical Substance Registration Form”

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