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| **Procedure** | | Et bilde som inneholder tekst, utklipp  Automatisk generert beskrivelse | |
| Handling chemicals – Skagerak Kraft | | | |
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# Purpose

To ensure uniform practice for risk assessment, purchasing, storage and use of chemicals at Skagerak Kraft AS.

# Scope

This procedure applies to operations, projects and initiatives at Skagerak Kraft, and describes procedures for risk and substitution assessment, exposure registers, and the purchase, use, storage and waste management of chemicals.

Definitions:

* **Chemical:** Umbrella term for chemical substances and mixtures of substances, including all types of oils and lubricants.
* **Hazardous chemicals:** Chemical substances and mixtures of substances that may cause health, environmental, fire or explosion hazards.
* **Hazardous waste:** Waste that is classified as hazardous, cf. Appendix 1 of the Waste Regulations.

# responsibility

Skagerak Kraft’s chemicals group is responsible for:

* maintaining the chemical inventory
* coordinating the purchase of new chemicals
* carrying out and documenting risk and substitution assessments
* exposure reporting in the event of workers being exposed to hazardous chemicals
* maintaining and updating exposure registers
* ensuring that training is provided to all personnel who will use chemicals; the training must be documented
* annually archiving data sheets for expired chemicals in 360

The systems and shared functions section is responsible for:

* establishing guidelines that ensure that the company has safe and responsible handling of chemicals in all stages
* assisting with risk and substitution assessment
* carrying out internal inspections to quality-assure the company’s handling of chemicals

Area managers are responsible for:

* contributing to safe and responsible handling of chemicals in all stages by freeing up time and resources for participation in the work
* making arrangements within their areas so that work on handling of chemicals can be performed
* ensuring that contractors and subcontractors are familiar with Skagerak’s procedures for handling chemicals

All employees who use and handle chemicals and hazardous substances are responsible for:

* only using the chemicals that at any given time are approved for internal use and that can be found in the chemical inventory
* understanding the characteristics of the chemicals used and the first aid measures and treatment necessary in the event of an incident involving those chemicals
* reporting any nonconformities in Delta

The purchaser of chemicals or equipment with associated chemicals is responsible for:

* only purchasing chemicals from an approved catalogue in the online store
* purchasing chemicals and associated equipment via applicable framework agreements (chemicals may be purchased from sources other than the framework agreement and online catalogue, if and only if the safety data sheet accompanies the chemicals concerned at all times)

# description of work

## Chemical inventory and safety data sheets

Skagerak has an electronic chemical inventory that contains safety data sheets for chemicals used in our operations. This chemical inventory is available via the intranet and a dedicated app for mobile devices. When working in areas without network or mobile coverage, it is a good idea to download the chemical inventory in advance so that the information is available offline.

The chemical supplier is responsible for updating safety data sheets in the electronic chemical inventory. When replacing one chemical with another, safety data sheets for both must remain in the chemical inventory until the replaced chemical is no longer physically available. Safety data sheets for expired chemicals must be archived in a shared folder on 1 January of each year and then deleted from the chemical inventory.

## Purchasing and risk and substitution assessment of chemicals

Skagerak Energi AS must at all times have a valid framework agreement with a chemicals supplier. If the supplier does not have the relevant chemical in its product portfolio, they must assist in investigating whether they can obtain and supply the product.

In special cases, it may be appropriate to purchase chemicals from sources other than the framework agreement and approved catalogue. In such cases, the safety data sheet must be requested to accompany the product. Buyers of chemicals that are not listed in the approved catalogue are responsible for performing a risk assessment of the chemical in question, using personal protective equipment in accordance with the safety data sheet, and removing the chemical from the location after use.

When purchasing new equipment, it is important to use a supplier that uses chemicals and oils that satisfy Skagerak’s requirements specification. The technical requirements specification for fats and oils is described in a separate procedure.

### Risk assessment

Before new chemicals are taken into use, their safety data sheets must be entered into the chemical inventory and a risk assessment carried out. The risk assessment is carried out in the chemical inventory supplier’s risk module. For products where the level of risk is high, risk-mitigation measures must be identified and implemented. Risk assessment of chemicals must be carried out at least every three years.

Examples of risk-mitigation measures may include:

* replacing (substituting) a chemical with another product while maintaining its intended function without unreasonable cost or inconvenience
* reducing or completely stopping the use of the chemical if possible

### Substitution assessment

Substitution assessment of new products is carried out and documented in the chemical inventory supplier’s risk module.

* Substitution (replacement) is assessed on an ongoing basis when purchasing chemicals, but must be documented at least every three years for existing chemicals.
* If it turns out that an alternative chemical has a lower risk, substitution must be carried out unless to do so would entail unreasonable cost or inconvenience.
* Substitution can provide benefits such as:
  + reduced risk of harm to people and the environment
  + reduced need for protective measures and special procedures
  + reduced amount of hazardous waste

## Use, labelling and storage of chemicals

All employees who use and handle chemicals and hazardous substances are responsible for familiarising themselves with the properties and areas of use of each chemical, as well as the first aid measures/treatment necessary and waste management issues involved. Please refer to the safety data sheets and labelling on each product.

### Labelling:

* All containers must be labelled with their contents (as per the CLP regulation).
* If a plastic drum or other non-original packaging is used to collect lubricants or other chemicals, the container must be clearly labelled, as a minimum identifying the contents by name, and whenever possible including hazard/risk wording and pictograms. The chemical inventory software makes it simple to print such labels.

### Storage:

* Hazardous chemicals and oils must be stored in a dedicated area, with a double barrier to prevent spills etc. Chemicals must also be stored in accordance with instructions in the safety data sheet.
* Oils for daily maintenance should preferably be supplied in containers of less than 30 L and stored above an approved collector, and, where possible, in a standing position. Oil must be stored in a temperate room at 10 °C or more.

# Waste management

See separate procedure for waste management at Skagerak Kraft AS.

# Chemical handling in projects/initiatives

Any external contractors who carry out work for Skagerak Kraft must ensure that safety data sheets for the chemicals they bring with them are available where the work is carried out.

The contractor must remove all chemicals and safety data sheets when the work is finished.

Fuel tanks for temporary building and construction projects must be stored in such a way as to minimise risks from collisions or falling objects.

For certain projects/work operations, it may be necessary to receive and temporarily store chemicals that are not covered by this procedure. In such cases, a separate risk analysis must be carried out for temporary storage and use, to ensure that the necessary measures are taken to prevent contamination or harm to people and animals.