



**arts, culture,
sports & recreation**

Department:
Arts, Culture, Sports and Recreation
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

760 Dr. James Moroka Drive
Gaabomotho Building
Private Bag X90
Mmabatho 2735

DIRECTORATE
HUMAN CAPITAL MANAGEMENT

Ref: HAZCHEM SOP
Enq: Butsu Sealanyane
Tel: +27 (0) 18 388 2743
E-Mail: bsealanyane@nwpg.gov.za

STANDARD OPERATING PROCEDURE (SOP):

PROCEDURE FOR HANDLING HAZARDOUS CHEMICAL SUBSTANCE IN THE WORKPLACE

SOP GROUP	HUMAN CAPITAL MANAGEMENT DIRECTOR : MR THAPELO MPUISANG The team members who supported the development of this SOP are: • Mr Thapelo Makgolo (Deputy Director: Organisational Development – Provided technical support and guidance on how to write the SOP. • Mr Butsu Sealanyane (Snr Admin OHS – EHW) – Developed the SOP as a SHERQ Resource Personnel. Provided technical support and contributed to the content of the SOP. • Mr Lalamani Themeli (Deputy Director EHW) – As an Operations Management for EHW – Reviewed the SOP and recommended it for approval by the Head of Department.			
Type:	Regulation	Type:	Policy	Type:
	Guideline		Procedure	X
Relevant Legislation, policies, Documents/Manuals/Handbooks Systems	○ Integrated Pollution and Waste Management Act. ○ Occupational Health and Safety Act 85 of 1998. ○ National Environmental Management Act. ○ Hazardous Chemical Substance Regulation, 1995. ○ Hazardous Substance Act.			
SOP Reference and Version No:	- Version 1			
Certification of Due process:	 Mr Itumeleng Mogorosi Head of Department  Date			

Approval Date	Commencement Date		Review Date
REVISION HISTORY: Not Applicable (New SOP)			
Revision Ref No.	Approved/Rescinded	Date	Authority
Resolution Number or Minutes Reference			
N/A			
1.0 Intent:	The department of Arts Culture Sport and Recreation (ACSR) recognizes the right of persons on its premises to an environment that is not harmful to their health. The amended Occupational Health and Safety Act (Act No. 85 of 1993) (OHSA) requires that ACSR as employer, shall bring about and maintain as far as is reasonably practicable, a work environment that is safe and without risk to the health and safety of employees and other persons.		
2.0 Scope:	• The HCS regulations apply to 'an employer who carries out work at a workplace which may expose any person to the intake of HCS in the workplace. • Every division / directorate in the department of ACSR which may expose a person to any HCS is herewith included under the scope of this procedure.		
3.0 Objective(s)	To eliminate and mitigate the risk of health for employees and persons potentially exposed to HCS. The purpose will be achieved by : • Identifying all applicable HCS; • Application of appropriate risk reduction strategies; • By ensuring safe storage and handling of chemical; • Carrying out medical surveillance of personnel involved in the handling of HCS, for possible effects on their health as a result of any such exposure; • Monitoring workplace where exposure to HCS may take place;		

	To ensure compliance with the requirement of South Africa law												
4.0 Definitions and Acronyms:	<table> <tr> <td>1</td><td>Hazardous Chemical Substances (HCS). HCS is defined in the HCS Regulations under OHSa as 'any toxic, harmful, corrosive irritant or asphyxiant substance, or a mixture of such substance for which an occupational exposure limit is prescribed, or an occupational exposure limit is not prescribed; but which create a hazard to their health'</td></tr> <tr> <td>2</td><td>"Assessment" means a programme to determine any risk from exposure by any route of intake to a hazardous chemical substance associated with any hazard thereof at the workplace to identify the steps needed to be taken to move, mitigate or control such hazard.</td></tr> <tr> <td>3</td><td>"Risk" means the probability that injury or damage will occur.</td></tr> <tr> <td>4</td><td>'Air monitoring' the monitoring of the concentration of airborne HCS</td></tr> <tr> <td>5</td><td>"Engineering control measure" means control measure that remove or reduce the exposure of persons in laboratories, storages by means of structural installations designed for this purpose, including for example, but not limited to, air extractors, forced air ventilation equipment, emergency showers and washbasins, etc.</td></tr> <tr> <td>6</td><td>"Personal Protective Equipment (PPE)" refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury. The hazard addressed by protective equipment include physical, electrical, heat, chemicals, biohazards and/or airborne particulate matter.</td></tr> </table>	1	Hazardous Chemical Substances (HCS). HCS is defined in the HCS Regulations under OHSa as 'any toxic, harmful, corrosive irritant or asphyxiant substance, or a mixture of such substance for which an occupational exposure limit is prescribed, or an occupational exposure limit is not prescribed; but which create a hazard to their health'	2	"Assessment" means a programme to determine any risk from exposure by any route of intake to a hazardous chemical substance associated with any hazard thereof at the workplace to identify the steps needed to be taken to move, mitigate or control such hazard.	3	"Risk" means the probability that injury or damage will occur.	4	'Air monitoring' the monitoring of the concentration of airborne HCS	5	"Engineering control measure" means control measure that remove or reduce the exposure of persons in laboratories, storages by means of structural installations designed for this purpose, including for example, but not limited to, air extractors, forced air ventilation equipment, emergency showers and washbasins, etc.	6	"Personal Protective Equipment (PPE)" refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury. The hazard addressed by protective equipment include physical, electrical, heat, chemicals, biohazards and/or airborne particulate matter.
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	7	“Occupation Exposure Limit” (OEL) means a limit value set by the Minister for the stress factor in the workplace as revised from time to time by a notice in the Government Gazette.
	8	“Medical surveillance” means the measurement of potential health effect of an HCS on an employee, from absorption to clinical disease, and including biological monitoring to measure the extent of absorption and medical screening to detect adverse effect of HCS on the employee.
	9	“Respirator zone” is an area where respiratory protection is required if engineering and administrative controls and work practices are not adequate to control work exposure to airborne contaminants to safe levels.
	10	“Intake” includes inhalation, ingestion or absorption through the skin or mucous membranes.
5.0 Principles:	• Consultation • Value for Money • Openness and Transparency • Information	

6.0 Procedure

A structured approach has been formulated and should be followed in terms of the management of HCS at the department of ACSR. The procedure laid down below must at all times be followed to ensure safe handling and storage of HCS.

1.1 HAZARDOUS CHEMICAL INVENTORY

Each chemical storage facility on the premises using any hazardous chemicals shall ensure that a full inventory of such HCS as provided in the this procedure is completed within three months of the coming into force of this procedure document. The manager of section or any one with the responsibility to manage HCS shall ensure that the relevant hazardous chemical substance inventory is fully completed and maintained in an up to date version at all times.

No official is allowed to enter the premises or use any HCS that is not registered in the inventory and that does not form part of the approved domestic HCS.

1.2 MATERIAL SAFETY DATA SHEET (MSD)

No chemicals may be stored or used within any area unless the relevant, detailed and appropriate MSD are readily available in a print or electronic copy format at all times. The MSD must also correlate with the inventory list as considered above. It is the responsibility of each facility with an inventory list(s) to provide direct access to either the print or electronic copy format of MSDS's. In most instances the supplier or HCS has accompanying MSDS information and is appropriate for use.

Prior to HCS being used the MSDS must be available to the user who must first familiarize him or herself with the hazards attached to such hazardous chemical substance when work commences with such substances.

The MSD's must meet the requirements of the Regulation HCS in that they must contain the full sixteen paragraphs as contained in those regulations (HCS – Regulation 9 (1)(a-p)). The supplier of HCS with accompanying MSDS's information will comply and ensure that they are updated regularly.

1.3 LABELING OF HAZARDOUS SUBSTANCE

ACSR shall, to avoid the spread or contamination of an HCS, take steps, as far as reasonably practicable to ensure that the HCS (or its container) in storage, to be distributed or transported are properly identified, classified and handled.

No chemicals may be stored or used within any area unless the containers are appropriate for the HCS and are correctly labelled. Original labels on containers of purchased HCS should be preserved and be placed in the event of damage.

In the event of any HCS being decanted from the primary container in to a secondary container, such container need to be labelled with the identical information and the primary container.

1.4 ASSESSMENT OF HAZARDOUS SUBSTANCE

The HCS Regulations require that suitable and sufficient chemical hazard risk assessment must be carried out in advance of work commencing. This risk assessment may be carried out in house, but however, it is highly important and recommended that an approval of an inspection authority be considered for this purpose and , if not the person carrying out the assessment must be competent and experienced to do this.

1.5 WORKPLACE AIR MONITORING

Approved Inspection Authorities conducts these assessment in a cyclic fashion in accordance with the recommendation by the Occupational Medicine Practitioner.

This is done in the case where the assessment identifies that persons may be exposed to occupational exposure levels (OEL) in excess of the stipulated in the legislation or where it cannot be confirmed that the OEL is below the limit then and approved inspection authority must carry out air monitoring where required.

1.6 MAINTENANCE, INSPECTION AND TESTING OF ENGINEERING CONTROL MEASURE

All aspects pertaining to inspection should be dealt with by the SHE Rep of the facility, HCS facility manager and the Store Official. The current lack of such measure should by no means negate the importance of the implementation thereof.

1.7 HAZARDOUS CHEMICAL WASTE DISPOSAL

HCS waste disposal shall be disposed through the supplier or in consultation with the Health and Environment Division of the Local Municipality Offices.

1.8 HAZARDOUS CHEMICAL SPILLS AND EMERGENCIES

Suitable spill kits appropriate to the size of the spills that could be expected to generally occur within the department must be provided and made use of. This will require relevant training of the appropriate staff within these facilities.

In case of a spill or possible exposure that would be declared an emergency, or such nature that it could be deemed a minor spill the waste disposal technique shall be imposed to deal with such emergency and the normal waste procedure as listed above must be followed.

Any airborne emergency requires that employees should be advised to vacate the premises until the emergency's OEL has been reduced or eliminated. All staff of the department are expected to act responsibly and immediately consult the Facility Manager (Service Point Manager, Centre Manager, Stadium Manager etc)

	1.9 PERSONAL PROTECTIVE EQUIPMENT (PPE) Each area where HCS are used must ensure that an assessment is carried out as to what PPE is required for the safe usage of the HCS. On establishing what PPE is required such PPE must be issued to all employees concerned and must be made available SHE Reps and Managers as well. If PPE is required for the safe usage of the HCS, its use is compulsory to all relevant persons. 1.10 RESPONSIBLE PERSON A person who will be deemed responsible for the implementation of this procedure needs to be identified in each facility or area where HCS are to be used, must be identified and accordingly appointed in writing. That person will form part of the District(s) OHS Committee member. 1.11 HEALTH AND SAFETY COMMITTEE The Provincial Departmental Health and Safety Committee shall table issues related to HCS in their respective districts and provincial meetings to determine compliance and progress to the implementation of this procedure. The OHS Committee cannot be held legally responsible for non-compliance with the OHSA. This responsibility lies with the line managers.
7.0 Accountability and Authority:	Human Capital Management EHW Unit must be accountable for the facilitation of implementing this procedure and following all the required processes in developing the APP. All Units and Officials within the Department must comply with the instructions and guidelines issued in line with this SOP.

8.0 Who was consulted regarding this SOP:	The SOP was casually consulted with members from the following Units: • Organisational Development • Risk Management • Strategic and Executive Support - Environmental Management (Cleaning services)
9.0 Who should know this SOP:	• All officials working with Hazardous Chemical Substance (cleaners and groundsman)
10.0 Contingencies:	Non-compliance to the provisions of this SOP, without prior written authorisation by the Accounting Officer, will be treated as misconduct and will result in appropriate consequence management being considered and instituted against the relevant person where deemed necessary. To ensure that this SOP is implemented efficiently and effectively, users must report any required changes to EHW Unit or Director Human Capital Management.

11.0 SOP Implementation Plan

The timelines for the implementation of the SOP are as follows:

Ser. No	Activity	Responsibility	Date	Output
1	Circulate the SOP to all officials within the department through emails	Employee Health and Wellness	End September 2025	All affected officials are aware of the SOP for the procedure for Hazardous Chemical Substance handling in the workplace
2	Present and circulate SOP at Provincial SHERQ Committee	Employee Health and Wellness	End September 2025	Capacitation and awareness of SOP for informed facilitation and adherence at service points and centres
3	Train cleaners on HAZCHEM (Hazardous Chemical Substance Risk Assessment)	Employee Health and Wellness	Before End Third Quarter	Trained officials (i.e. Officials are trained on the SOP for the procedure for Risk Associated with Hazardous Chemicals).
4	Monitor implementation of SOP	EHW Officials, SHE REPs, SHERQ	Monthly through Monthly	Effectively monitored SOP assist with GAP identification and

		Committees and Managers	Inspection Reports	interventions of corrective action.
5	Communicate with Officials on any gaps or challenges identified (if any) on the implementation of the SOP	EHW Officials, SHE REPs, SHERQ Committees and Managers	Quarterly or when need arise	Gap analysis conducted on the SOP for corrective actions.
6	Review the SOP	EHW Unit	Bi-Annually from the date of implementation	Reviewed SOP for the procedure for facilitating the relevance and updated procedure.

12.0 Resources required:

For the SOP to be effectively implemented, the following resources are required:

- Financial resources (Budget for training, workshops and printing of the SOP)
- Human Resources (The SOP process requires human resources if it has to be implemented effectively to ensure a quality)
- Infrastructure (e.g. office space)
- ICT resources (e.g. IT systems, Hardware's, internet, etc) for globalisation and communication of SOP