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# Appendices

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## Appendix 1: Resources

For information about individual hazardous substances, contact your hazardous substance supplier.

### WorkSafe

If you have any specific questions about managing hazardous substances contact WorkSafe's Hazardous Substances Information Line: 0800 376 234.

WorkSafe's website: [worksafe.govt.nz](http://worksafe.govt.nz) is regularly updated with information and new documents relating to hazardous substances.

You can find the Calculator, the *Emergency Response Flipchart*, and other resources on the Hazardous Substances Toolbox website at:

[www.hazardoussubstances.govt.nz](http://www.hazardoussubstances.govt.nz)

To find a compliance certifier, go to the compliance certifier register on the WorkSafe website: [worksafe.govt.nz](http://worksafe.govt.nz)

### Correlation between GHS and HSNO classes

The correlation between the GHS categories and the HSNO classes can be found on the EPA website: [epa.govt.nz](http://epa.govt.nz)

### Emergency response plans

To assist you in preparing your emergency response plan the *Emergency Response Flip Chart* is available from WorkSafe. You can download it from:

[www.hazardoussubstances.govt.nz](http://www.hazardoussubstances.govt.nz)

### Your local council

Your council might have additional rules that need to be met when storing hazardous substances. Check with your local council for specific rules that apply in your region.

## Appendix 2: Glossary

This section explains some of the terms you will come across in this document. If any of the words within the explanation are italicised there is also an explanation for that word elsewhere in this section.

TERM	DEFINITION
<b>Approvals and approval numbers</b>	<p>If you are importing, manufacturing or using <i>hazardous substances</i>, they must be approved under the Hazardous Substances and New Organisms (HSNO) Act.</p> <p>Once they are approved they are given an approval number and a set of controls that people using the substances need to follow to help manage the <i>risks</i> associated with the substance. The approval number will generally be found in Section 15 (the Regulatory Section) of your <i>safety data sheet</i> and will be of the format HSROOXXXX.</p> <p>Most domestic and workplace <i>hazardous substances</i>, other than pesticides, are approved under a group standard approval. An example of a group standard approval number is HSRO02662 Surface Coatings and Colourants (Flammable).</p>
<b>Approved filler</b>	<p>An approved filler is someone who has the necessary training, knowledge and skills to fill gas containers safely and has obtained an approved filler <i>compliance certificate</i> from a <i>compliance certifier</i>.</p>
<b>Certified handler</b>	<p>A certified handler is someone who has specific knowledge and experience on how to use particular very <i>hazardous substances</i> safely. This person needs to apply to a <i>compliance certifier</i> to get an approved handler <i>compliance certificate</i>.</p>
<b>Classification</b>	<p>The properties of a substance are classified according to their <i>hazards</i>. Based on the classification, <i>controls</i> are set to manage the risks that arise from these hazards.</p>
<b>Compliance certificates</b>	<p>Compliance certificates are a type of certification issued by <i>compliance certifiers</i> to show that users of <i>hazardous substances</i> have appropriate <i>controls</i> in place or have the appropriate knowledge and training. You might need a compliance certificate for people, locations or equipment.</p>
<b>Compliance certifier</b>	<p>A compliance certifier is an independent service provider approved by WorkSafe to issue <i>compliance certificates</i>. You can find a list of compliance certifiers on the WorkSafe website: <a href="http://worksafe.govt.nz">worksafe.govt.nz</a></p>
<b>Controlled substance licence</b>	<p>A controlled substance licence (CSL) is required to possess certain explosives, vertebrate toxic agents and fumigants. To obtain a CSL, a person must be a certified handler and a fit and proper person to possess the substance concerned.</p>
<b>Controls</b>	<p>Controls are rules put in place to prevent or manage the adverse effects of <i>hazardous substances</i>. The controls for substances differ depending on their hazard <i>classification</i>.</p>
<b>Dangerous goods</b>	<p>The term 'dangerous goods' is used internationally to describe the goods covered by the United Nations Recommendations on the Transport of Dangerous Goods Model Regulations. Dangerous goods are not exactly the same as <i>hazardous substances</i>.</p> <p>For example, radioactive materials and infectious substances are also considered to be dangerous goods but are not classified as <i>hazardous substances</i>. Additionally, substances that cause skin irritation are <i>hazardous substances</i> but not dangerous goods.</p>
<b>Emergency response plan</b>	<p>An emergency response plan is a written document that covers what will be done and who is responsible for each task in an emergency involving <i>hazardous substances</i> at your workplace.</p>
<b>Globally Harmonized System (GHS) of Classification and Labelling of Chemicals</b>	<p>The Globally Harmonized System of Classification and Labelling of Chemicals (GHS) is a single internationally agreed system of <i>hazardous substance classification</i> and hazard communication through labelling and <i>safety data sheets</i> (SDS).</p> <p>GHS has been adopted by many countries around the world and the classification and labelling system will be seen more often. The <i>HSNO</i> classification system is based on the GHS system.</p>
<b>Hazard</b>	<p>A hazard is any source of potential damage, harm or adverse effect (including health effects).</p>
<b>Hazardous area</b>	<p>A hazardous area surrounds a place where flammable substances are used or stored and flammable vapours may be present.</p> <p>Within these areas, special precautions need to be taken to prevent unintended ignition so that a fire or explosion does not occur.</p>

TERM	DEFINITION
<b>Hazardous substances</b>	<p>A hazardous substance is a substance classified as having one or more of the following properties:</p> <ul style="list-style-type: none"> <li>- an explosive nature, including fireworks</li> <li>- flammability, for example, petrol, turps, LPG, diesel</li> <li>- ability to oxidise, accelerate a fire, for example hydrogen peroxide</li> <li>- corrosiveness, for example, caustic drain cleaner</li> </ul>
	<ul style="list-style-type: none"> <li>- acute or chronic toxicity to humans, for example, arsenic</li> <li>- ecotoxicity, able to kill living things either directly or by building up in the environment (eg diesel, glyphosate pesticides).</li> </ul>
<b>Hazardous substance location</b>	<p>A hazardous substance location (HSL) is a place where specific <i>controls</i> are put in place in order to safely store certain <i>hazardous substances</i> above specified amounts. You must establish an HSL (or hold the substances in a transit depot) if you hold tracked substances in a place for more than 2 hours or if you hold untracked substances in a place for more than 24 hours. You will need a <i>location compliance certificate</i> for some HSLs.</p>
<b>HSNO</b>	<p>HSNO refers to the Hazardous Substances and New Organisms Act 1996 and supporting regulations. Under HSNO, the Environmental Protection Authority (EPA) approves substances and sets environmental controls top of the supply chain controls for manufacturers and importers for matters such as packaging and disposal or the content of labels or <i>safety data sheets</i>.</p>
<b>HSWA</b>	<p>HSWA refers to the Health and Safety at Work Act 2015. The main purpose of HSWA is to provide a balanced framework to ensure the health and safety of workers and others.</p>
<b>Incompatible substances</b>	<p>Incompatible substances are substances that must be kept away from each other to prevent them from mixing and causing a fire or explosion.</p>
<b>Inventory</b>	<p>An inventory is a list of all <i>hazardous substances</i> used, handled, manufactured and stored at your workplace.</p>
<b>Location compliance certificate</b>	<p>A location compliance certificate certifies that the place where <i>hazardous substances</i> are used and stored is safely managed, according to the rules. <i>Compliance certificates</i> are issued by <i>compliance certifiers</i>.</p>
<b>PCBU</b>	<p>This is the abbreviation for Person Conducting a Business or Undertaking. The PCBU is a key duty holder in workplace health and safety, and may be an organisation (eg a company), or a person (eg a sole trader).</p> <p>A business is an activity carried out with the intention of making a profit or gain.</p> <p>An undertaking is an activity that is non-commercial in nature, such as by a not-for-profit group.</p>
<b>Personal protective equipment (PPE)</b>	<p>PPE is used to handle <i>hazardous substances</i>. It can include respiratory protective equipment (RPE). As the PCBU, you must make sure that suitable PPE is provided to your workers, that it fits them, and that it is properly maintained.</p>
<b>Regulations</b>	<p>Regulations are rules that must be complied with under a specific Act, such as the Health and Safety at Work Act.</p>
<b>Risk</b>	<p>Risk is the combination of the likelihood of adverse effects occurring and the magnitude of the effects, if they were to occur.</p>
<b>Safety data sheet (SDS)</b>	<p>A safety data sheet includes information about how to safely use and store a <i>hazardous substance</i>, first aid information and what to do in an emergency. Safety data sheets must be provided by your supplier when you purchase a <i>hazardous substance</i> for the first time.</p>
<b>Secondary containment (bundling)</b>	<p>A secondary containment system ensures that liquid substances (or liquefiable substances) can be contained if they leak or spill from the container in which they are stored. The system should also enable recovery of a spilled substance.</p>
<b>Stationary container system</b>	<p>A stationary container system is a fixed tank and its associated pipe work and fittings. If you have a stationary tank containing a gas or a liquid hazardous substance you may need a stationary container system compliance certificate. This certifies that your tank is safe and complies with the rules.</p>
<b>Test station</b>	<p>Test stations are authorised to inspect and test gas cylinders.</p>
<b>Tracking</b>	<p>Tracking refers to recording what happens to very <i>hazardous substances</i> from their manufacture through to use or disposal.</p>