



# THE PETROLEUM INSTITUTE

**NUMBER: PIP 507- DRAFT**

**EFFECTIVE:**

**REVISED:**

**SUBJECT:** Hazardous Materials Policy

**REFERENCE:**

1. Chemistry\HSE code of practice
2. CLEAPSS 2009
3. ADNOC-COPV2-05

**SECTION 1 PURPOSE**

- 1.1 To ensure that the user of hazardous materials is aware of the hazards associated with it and has developed a protocol to reduce the risks associated with the substance to ALARP (as low as reasonably practicable) level.

**SECTION 2 SCOPE AND APPLICABILITY**

- 2.1 This policy is applicable to all employees of the Petroleum Institute.

**SECTION 3 DEFINITIONS**

- 3.1. Hazardous Material: Hazardous and toxic substances are defined as those chemicals present in the workplace which are capable of causing harm. In this definition, the term chemicals include dusts, mixtures, and common materials such as paints, fuels, and solvents.
- 3.2. User: Anyone who needs to handle hazardous materials at the Petroleum Institute.

**SECTION 4 POLICY**

- 4.1 Employees at the Petroleum Institute shall aim to reduce the risks associated with the delivery, storage, use and disposal of the hazardous materials to ALARP level.

**SECTION 5 BACKGROUND OR EXCLUSIONS**

- 5.1 To the extent that published information may conflict with this policy, this policy shall supersede that information.

**SECTION 6 GENERAL PROVISIONS**

- 6.1. Before ordering any hazardous materials, users must justify the need, quantity and concentration of the hazardous material being ordered.
- 6.2. The user shall be responsible for satisfying all of the provisions of the policy before the hazardous materials are ordered, including ensuring that the required safety equipment and or antidotes are on site. Failure to comply will result in rejection of the order for the substances.



# THE PETROLEUM INSTITUTE

**NUMBER: PIP 507- DRAFT**

**EFFECTIVE:**

**REVISED:**

- 6.3. Before filling out a purchase order the end user needs to consider whether any of the substances they need are intrinsically hazardous and shall address emergency action plan, usage, storage, delivery and disposal.
- 6.4. Each program may adopt their own approach for risk assessment for hazardous materials, ensuring that the risk assessment protocol is relevant to their needs.
- 6.2. The intended user should provide documentation describing plans for:
  - Emergency Action Plan
  - Usage
  - Storage
  - Delivery
  - Disposal
- 6.5. The completed documentation should be submitted along with the Purchase Requisition to the relevant Program Chair for signature.
- 6.6. A copy of the documentation shall be submitted to the HSE Department by the user.
- 6.7. The HSE Department shall be notified when the hazardous materials are delivered onto the PI campus.
- 6.8. The user is responsible for ensuring that all hazardous materials are stored safely and that the usage protocols generate risks that are ALARP.
- 6.9. Accountability: Failure to comply with the protocols shall be a violation of PI's disciplinary policy.

## **SECTION 7 RESPONSIBILITIES AND PROCEDURES**

- 7.1 The President shall cause the terms of this policy to be observed.

## **SECTION 8 CANCELLATION**

- 8.1 None.

## **SECTION 9 REVIEW STATEMENT**

- 9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

## **SECTION 10 SIGNATURES**

---

Chair of the Committee

Date



# THE PETROLEUM INSTITUTE

---

**NUMBER: PIP 507- DRAFT**

**EFFECTIVE:**

**REVISED:**

---

President/Provost

Date

---

Governing Board Chair/President Date