

# Biological and Chemical Safety Committee Application Form for Chemical Safety Assessment

## Nazarbayev University

This form should be completed electronically and signed by the Principal Investigator or responsible person.










### Section 1: Project Details

1.1. Title of project or activity			
1.2. Principal investigator/responsible person			
1.3. School/Institute/Service			
1.4. Location of work building and room numbers			
1.5. Brief description of work activity			
1.6. Date of assessment	dd/mm/yyyy	1.7. Revision date*	dd/mm/yyyy

### Section 2: Emergency Quick Reference

The purpose of this section is to provide easy access to emergency information. A full assessment of risk will be provided in the next sections and **completing this section last is advisable.**

<b>2.1. Emergency contacts</b> One of these should be the PI/responsible person Security can be contacted on extension 6666	<b>Name:</b>		
	<b>Position:</b>		
	<b>Telephone number:</b>		

<b>2.2. Hazard pictograms – select all that apply to the work activity.</b>								
 Health hazard	 Toxic	 Corrosive	 Harmful/Irritant	 Flammable	 Oxidising	 Explosive	 Compressed gas	 Danger for the environment

2.3. Name of hazard	2.4. Properties of hazard	2.5. Emergency procedures
	Briefly describe how the chemical is hazardous e.g. toxic, flammable, carcinogen	Include, as appropriate, procedures for: <ul style="list-style-type: none"> <li>• Contained Spill</li> <li>• Small uncontained spill</li> <li>• Large uncontained spill</li> <li>• First aid</li> <li>• Fire</li> </ul>

Additional rows can be added to this table as required

## Section 3: The Risk Assessment

All harmful chemicals need to be listed here. Additional rows can be added

to this table as required

3.1. Name of hazard including substances and by-products produced during or as a result of the activity.	3.2. Properties of hazard Provide details of how the substance could cause harm. Useful sources of information are the safety data sheet for the substance, <a href="#">Hazard (H) statements</a> (give the whole phrase not just the code), and the <a href="#">workplace exposure limit</a> .	3.3. Physical form e.g. powder, dust, granular, pellet, liquid, solution, gas.	3.4. Quantity and concentration (give units)	3.5. Frequency of use e.g. daily, weekly, monthly, one-off.	3.6. Route of exposure e.g. ingestion, inhalation, skin/eye contact, skin absorption, injection/sharps injury.
3.7 Carcinogens 5 and)					

3.8. Dangerous Substances and Explosive Atmospheres (DSEAR)	Yes	No
Are you carrying out an activity/chemical reaction that is at risk of thermal runaway or explosion?		
Will the activity involve handling or storage of pyrophoric or unstable substances such as peroxide?		
Will flammable vapours, solid particles, fibrous particles etc. capable of forming an explosive atmosphere be present in the working atmosphere?		

3.9. Who might be at risk? (tick all that apply)	Staff	Postgraduates	Undergraduates	New or expectant mothers (Contact Occupational Health)	Contractors	Public including visitors and children

3.10. Assessment of inherent risk to human health prior to the use of controls (please use the risk assessment matrix at the end of this form)	High	Medium	Medium/low	Low

## Section 4: Controls

Specify for each hazard identified in section 3. <a href="#">Precautionary (P) statements</a> are a useful source of information.	
<b>4.1. Physical or Engineering Controls.</b> LEV, fume hood, glove box, total containment etc. Specify at which point in the work activity they are to be used.	
<b>4.2. Administrative controls</b> Training requirements, access control, signage.	
<b>4.3 Personal Protective Equipment.</b> Respirators, safety specs, face mask, lab coat, gloves etc. Specify which type and when they are to be worn.	
<b>4.4. Storage requirements</b> Include a description of how hazardous substances including flammable materials will be stored. Describe how incompatible materials will be segregated.	
<b>4.5. Transport of the hazardous substance</b> Describe how you will transport substances between laboratories or different university sites.	
<b>4.6. Disposal procedures</b> Carefully consider the safest means of disposal and identify when waste should be disposed of by a chemical waste contractor	

	Yes	No	Describe the findings of exposure monitoring or health surveillance
<b>4.7. Is exposure monitoring required?</b> For example if you suspect that exposure to a chemical exceeds the workplace exposure limit. Contact OHSS for further advice			
<b>4.8. Is health surveillance required?</b> See <a href="#">Occupational Health surveillance policy and programme.</a> Contact Occupational Health for further advice			

4.9. Assessment of residual risk to human health after the controls (please use the risk assessment matrix at the end of this form)	High	Medium	Medium/low	Low

## Section 5: Approval

I confirm that this is a suitable and sufficient risk assessment for the above described work activity	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Principal Investigator/responsible person</b>			
<b>Dean of the School / Director of Research Centre (or equivalent)</b>			

**Risk estimation matrix**      Use this to complete sections .10 and 4.9