

# Environmental Policy Support: Chemical Management

Optimas is committed to running its business responsibly and sustainably, considering our full impact on the environment and working to improve our performance on specific topics like energy consumption and GHG emissions, water consumption and discharge, air pollution and waste management, and product life cycles.

Our policy applies to the entire Optimas Group and all its legal entities, both domestic and foreign. It covers all employees, managers, contractors, and business partners.

The purpose of this policy is to reduce employee, visitor and contractor exposure to chemical hazards from hazardous chemicals used or kept within any of our facilities.

By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

At each facility there will be designated employee who will implement and enforcement of this policy.

## **Inventory**

Where chemicals are used on site, an updated inventory is to be maintain, ensuring that expired and unwanted products are managed, identified and properly disposed (please seek guidance from your EHS dept).

## **Purchasing**

Chemical purchases shall adhere to the following procedure:

- All purchases of chemicals require approval from the EHS department. Unless repeat orders whereby the product has been approved. However please confirm with the EHS department the volume of the product as this should be kept to a minimum.
- Products purchased on behalf of a customer where possible this should be considered a direct shipment from the manufacture / supplier directly to the customer
- Customer products which need to be stored in house will need to inform the EHS department. Please find associated Safety Data Sheets (SDS) supplying a copy to the EHS department. Volume and weights will also need to be supplied. Only when the EHS has given approval can the product be purchased and brought on site.
- Products purchased for cleaning should be made through the 3rd party cleaning contractors and stored in appropriate areas. SDS sheets will need to be readily available close to the store point.
- Chemicals used for process, laboratory works or any specific occasion or reason, need to be raised and consulted with the EHS department. To ensure that the correct provisions are put in place for the handling, storage and use of the product. All associated SDS and internal risk and COSHH assessment will need to be implemented prior to purchasing.
- Products used by contractors, must supply SDS, risk, COSHH and method statements prior to works starting on any facility. For further advise, please seek confirmation from your EHS department.

Safety Data Sheets (MSDS) should be kept electronically and having a printed version close to the use and storage of the product.

**Use**

- Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
- When possible, use of cleaning products should be performed in low populated areas
- Areas where chemicals are being used will be properly ventilated.
- Only properly trained staff may use hazardous chemicals. Staff will receive training and when required.

**Storage**

- Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
- Storage areas will be properly ventilated.
- Storage areas will be compatible with the chemicals being stored in them.
- Reactive chemicals will not be stored near each other.
- Hazardous chemicals will be always stored in locked areas.
- All original containers will be labeled with the date received.

**Disposal**

- Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
- Disposal will follow any applicable legislation / regulations. Pouring down the drain or throwing in the waste is not acceptable or proper disposal in most instances.

**Spills, Chemical Explosions, and Accidents (including inhalation, ingestion, or direct contact)**

- Notify the facility warehouse / operations / EHS lead.
- Follow guidelines outlined in SDS / COSHH sheet from the product

If at any point you are unsure, ensure the product is properly stored and seek advice from the EHS department