

DBEST Integrated Facility Management





# Hazardous substances

Beijing, July 2014



## Bilfinger Group HSEQ Goal 2014:

### Eliminate / avoid exposure to hazardous substances

- |   |  |   |
|---|--|---|
| 1. Step: for FMI organization 1. Quarter 2014<br>Baseline                                       |   | Execution of baseline evaluation (questionnaire) for the LE<br>Getting feedback of the Country business units (CBUs)  |
| 2. Step: Provide Target and measures in the CBU<br>to minimize exposure to hazardous substances |   | Implement action plan → HSEQ officer with Operation<br>Provide targets / action plan for FMI central HSEQ   |
| 3. Information on minimum standards /<br>requirements   |   | Information of minimum standards for FMI Group<br>Training (GHS), risk assessment (COSHH). Material<br>Safety Data Sheets (MSDS), hazardous substances register |
| 4. Follow up action plan in CBU   |  | Status Action plan and measures: 3 <sup>rd</sup> Quarter 2014<br>HSEQ Manager CBU → central HSEQ  |

# 1. Hazardous substances Baseline assessment

## FMI Group



### Baseline Assessment

#### Goal:

Get a status on hazardous substances with the target to

- Comply to local legal regulations
- Fulfill group Target to minimize hazardous substances Handling

	Question
1	Do we have a comprehensive COSHH (control of substances hazardous to health) assessment / hazardous substances job safety analysis?
2	Which are the main hazardous substances in our work (exposure, kind of hazardous substances)?
3	Are the main procedures implemented: Training for handling hazardous substances / Toolbox talks, hazardous substances register, material safety data sheets MSDS (on site), instructions?
4	How is the analysis of substitute hazardous substances carried out (substitute substances with lower risk potential)?
5	Qualification and Training for handling hazardous substances is implemented?
6	Communication and training of GHS "Global harmonized system" and if relevant, REACH (EU) in the company?
7	Do we have specific activities with hazardous substances (higher risk areas, exposure)? f.e. maintenance swimming pool technique, ammonia - chillers (NH3), Welding --> welding gases, maintenance gas extinguishing systems?
8	Process of purchasing hazardous substances? Request for MSDS and the updates?
9	If Personal protective equipment (PPE) is needed for handling of hazardous substances? Is the order process defined? Are employees aware of this process?
10	Is the appropriate PPE part of the job safety analysis / COSHH assessment? (PPE Matrix depending on exposure and kind of substance)
11	Where do we have the necessity for medical examinations of our employees when handling hazardous substances?

## 2. Overview Status Baseline Assessment and implementation of action plan



Bilfinger HSG International FM Group	available (yes / no)	comments
Bilfinger HSG International Facility Management GmbH, Neu-Isenburg (+Branch Dubai/ + Branch NL)	no haz. Subst. (NI)	
Bilfinger HSG International Facility Management GmbH, Neu-Isenburg (Branch Dubai)	yes	No action plan provided
Bilfinger HSG International Facility Management GmbH, Neu-Isenburg (Branch Netherlands)	yes	
Bilfinger PPP Facility Management Limited, London/Großbritannien		
Bilfinger HSG Facility Management A/S, Kopenhagen/Dänemark	no	
Bilfinger Real Estate Ltd., Dublin/ Irland	no	together with Ireland Organization
Bilfinger HSG Facility Management Ltd., Irland	yes	together with Ireland Organization
Bilfinger HSG Facility Management Ltd., Oxfordshire/UK	Yes	together with EUROPA
Bilfinger HSG Facility Management S.R.L., Bukarest/Rumänien	yes	No action plan provided
Bilfinger HSG Facility Management S.A., Madrid/Spanien	no	
	yes	action plan provided Measures according Bilfinger HSE Audit 2014
Bilfinger HSG Facility Management O.O.O., Moskau/Russland		together with russian group organization
Bilfinger HSG Facility Management O.O.O., Kazan/Russland		together with russian group organization
Bilfinger HSG Facility Management O.O.O., St. Petersburg/Russland		together with russian group organization
Bilfinger HSG Facility Management s.r.o., Bratislava/Slowakei	no	
Bilfinger HSG Facility Management Kft., Budapest/Ungarn	yes	no action plan provided
Bilfinger HSG Technologies and Facility Management s.r.o., Prag/Tschechische Republik	yes	action plan provided
Bilfinger HSG Facility Management Sp. z o.o., Warschau/Polen	yes	action plan provided
Bilfinger HSG Facility Management Yönetim Hizmetleri ve Ticaret Limited Şirketi, Istanbul/Türkei	yes	action plan provided and Measures according Bilfinger HSE Audit 2014
Bilfinger HSG Facility Management O.O.O., Kiew/Ukraine	Yes	No action plan provided
Bilfinger HSG Facility Management d.o.o., Zagreb/Kroatien	no	
Bilfinger HSG Facility Management d.o.o., Ljubljana/Slovenien	no	
Bilfinger HSG Facility Management EOOD, Sofia/Bulgarien	no	
Bilfinger Sielv Facility Management s.r.l., Fosso/Italien	no	
Bilfinger HSG Facility Management Sarl, Luxembourg/Luxemburg	yes	action plan provided
Bilfinger HSG Facility Management BVBA, Brüssel/Belgien	yes	everything "not available" - Clarification: no substances? Or haz. Substances in place but no action provided?
Bilfinger Europa Facility Management Group	yes	no action plan provided

# HSEQ Group Goal „Hazardous substances“ Minimum Standards



- 1. COSHH / hazardous substances risk assessment**
- 2. Provide appropriate PPE as stated in your risk assessment and necessary for the work provided**
- 3. Provide the current Material safety data sheets (MSDS) on the site – should be checked every 2 years in regard of changes in the chemical composition**
- 4. Implement a hazardous substances register for CBU and / or site**
- 5. Train employees in handling hazardous substances (e.g. GHS) and if necessary**
- 6. Provide work instruction for handling hazardous substances**

# Hazardous substances – „documentation“



## Risk assessment (COSHH assessment)

### MSDS

### register

### Work instruction

### Training docum.

# Examples



Mimize storage

Store only what is needed for the services

Optimize storage



Secondary containment