



## SHE ALERT

<b>Ref No.</b>	GPSA004 Storage of Substances	<b>Signature</b>	<i>R. V. Symonds</i>
<b>Date</b>	3rd August 2018	<b>Name</b>	Ron Symonds
<b>Topic</b>	Storing substances	<b>Risk Rating</b>	High
<b>Audience</b>	Persons in Control and Deputies	<b>Priority</b>	Immediate
<b>Completion</b>	On-Going	<b>Sign Off</b>	Andy Pearson/James Radley

<b>Overview</b>	Following a recent Environment Agency officer intervention at a Royal Mail site, this alert reminds PiCs and their deputies on the importance of storing substances, including new and used engine oils in a safe and compliant manner to avoid risks to health and the environment.
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### Key Message

- Ensure that oil/grease drums are properly stored in bunded containers or on bunded pallets and kept dry.
- Ensure that you have spill kits available and that your people are trained to use them in the event of a spill.
- Ensure that in the event of a spill the Property and Facilities helpdesk is contacted for specialist support to clean up.
- Ensure that substances such as cleaning materials are kept in locked cabinets/cupboards when not in use.



**Incorrect storage of oil barrels on ground and improper use of York**



**Correct storage of oil barrel on bunded pallet**

### Key Actions

1	Persons in Control (PiCs) to ensure that substances are stored correctly
2	PiCs or their representatives to call the Property and Facilities Help Desk on 0844-800-9191 in the event of a substance spill
3	PiCs or their representatives to call Assets for issue of spill kit equipment if not in place
4	PiCs to ensure that staff are briefed on proper storage of substances and when completed confirm this via the September SHE Calendar SHE Alert Reference GPSA004 Storage of Substances
5	Display this notice on your SHE Notice Board