



International Centre for Chemical Safety and Security



Chief Inspectorate of Environment Protection

# Local Awareness and Responsibility in Chemical Safety and Security

## Principles and Framework for a Training Program



MINISTERSTWO  
ŚRODOWISKA



MINISTERSTWO  
GOSPODARKI

RCB  
Rządowe Centrum  
Bezpieczeństwa



URZĄD MIASTA  
TARNOWA

CIOP  PIB



### Prepared in cooperation with:

Ministry of Environment, Ministry of Economy, Government Centre for Security, Office of Technical Inspection, State Fire Service of Poland, Municipality of Tarnow, Central Institute for Labour Protection, PZU Group Inc. (Polish Insurance Company), Military University of Technology, Main School of Fire Service-Warsaw, Central School of Fire Service-Częstochowa, Fire Protection R&D Centre, Warsaw-Jozefow.

## 1. Glossary

BCH	Bureau for Chemical Substances
Cefic	European Council of Chemical Industry Associations
REACH/CLP	Centre for Industrial Chemistry/ Research Institute Centre
CIOP	Central Institute for Labour Protection
CNBOP PIB	Fire Protection R&D Centre, Warsaw-Jozefow
COPRO	Risk Analysis and Chemical Safety Centre, Łódź
CSPSP	Central School of Fire Service, Częstochowa
DGM	DGM Poland Company
DHS	Department of Homeland Security, USA
EU	European Union
GDOŚ	General Directorate for Environmental Protection
GIF	Chief Inspectorate for Pharmaceuticals
GIOŚ	Chief Inspectorate of Environment Protection
GIS	Chief Sanitary Inspector
GITD	General Inspectorate of Road Transport
ICCSS	International Centre for Chemical Safety and Security
IchP	Industrial Chemistry Research Institute
INB	Inspectorate for Supervision of Constructions
IOR	Institute of Plant Protection
IOŚ	Institute of Environmental Protection
IPO	Institute of Industrial Organic Chemistry
KSRG	Fire and Rescue National System in Poland
MG	Ministry of Economy
MŚ	Ministry of Environment
OSP	Voluntary Fire Fighters Association
PIS	State Sanitary Inspection
PSP	State Fire Service of Poland
PZU	PZU Group Inc. (Polish Insurance Company)
RCB	The Government Centre for Security
SC	Custom Service
UDT	Office of Technical Inspection
SGSP	Main School of Fire Service, Warsaw
UDT	Office of Technical Inspection
UM	Town Hall
URPL	Office for Registration of Medical Products, Medical Devices and Biocide Products
UTK	Office of Railway Transport
WAT	Military University of Technology
WICHiR	Military Institute of Chemistry and Radiometry

## 2. Assumptions

- I. The initiative to create the national-level program “Local Awareness and Responsibility in Chemical Safety and Security” aims to support local governments and actors in meeting the challenges posed by the increasing use of chemicals and access to hazardous substances at the local level. In particular, it focuses on challenges posed by the production, storage, usage and transport by rail and road of dangerous goods, including chemicals, energy and waste, and implementation of environmental requirements relating to chemical safety and security.
- II. The main objective of the program is to create and implement local sustainable development policy in regards to wider activities relating to chemicals, chemical waste management, and planning and responding to the risks associated with such activities and transportation of hazardous materials.
- III. The main assumption of this initiative is that traditional methods of emergency response are no longer adequate to meet the new challenges posed by chemical failures and disasters, whether they be from natural causes or human activity. Meeting the potential risks associated with activities in the field of hazardous substances requires the community involvement of all stakeholders, including the government, private sector, industry, civil society organizations and media. Local communities should be knowledgeable about all activities related to hazardous substances in their environs and participate in dialogue on the requirements and resources needed to counter potential threats and minimize potential losses.
- IV. “Local Awareness and Responsibility in Chemical Safety and Security” aims to forge dialogue and coordination of efforts at the local level, and cooperation among all the above-mentioned stakeholders, in the development and implementation of local programs to prepare and respond to emergencies:
  - a. *Exchange of information and dissemination of knowledge about activities in the field of hazardous substances at the local level.* Social engagement and open access to information is necessary to raise awareness about the dangers of hazardous substances and the importance of preparedness. The more we know about the risks, the better we can understand the proper safety requirements, and there is growing willingness to participate in activities related to the management of emergency responses to hazardous substances.
  - b. *Activation and integration of all local structures and communities, especially in the private sector and civil society.* The local community should be actively involved in the process of risk prevention and emergency planning, and participate in an authentic dialogue on how to counter threats and prepare for crisis response and post-crisis activities. All local actors should be involved in determining the needs and resources required to counter threats and for emergency response.
  - c. *Strengthening local institutions, improving emergency response assets, and deepening social ties through regular training, exercises, exchange of experiences and cooperation with specialists.* Strengthening local structures, relationships and contacts that connect individuals, state institutions, companies and social organizations, and expanding access to information and knowledge about the risks, are leading factors in effective preparedness for possible crises from either natural causes or human activity.
- V. The program will support:
  - a. Development of partnerships and communication between administrations, local authorities, citizens and users of chemicals at the local level;
  - b. Development of awareness on the safe use of chemicals;
  - c. Identification of threats related, inter alia, to the storage or transport of hazardous materials; and

- d. Development of guidelines for local authorities in the development and implementation of emergency response plans.
- VI. Development and implementation of the program will be based on principles developed by the International Centre for Chemical Safety and Security (ICCSS) in Warsaw, Poland, including: sustainable development, continuity, modern management, public-private partnerships and the inclusion of all local stakeholders, especially the government, private sector and civil society.
- VII. The basis of the program will be the exchange of experiences and conduct of regular trainings and exercises for representatives of national and local governments and first responders, as well as users of hazardous substances (their production, storage, transport and use), private entities and civil society representatives.
- VIII. Participation in the program has been confirmed by leading international organizations and national agencies that are involved in reducing risks in the hazardous substances business.
- IX. Implementation of the program and conduct of regular trainings on chemical safety and security will foster the creation of local sustainable development policies and cooperation among all local actors in promoting safety and security in the handling of chemicals, waste management, and response planning for accidents involving hazardous materials. Chemical safety and security and the prevention of major accidents are today regarded as important elements of state security.
- X. The inauguration of the program took place in late autumn 2014. The first training courses were conducted in early 2015.
- XI. The program will be actively promoted to international organizations, governments, industries and civil society for implementation at the local level.
- XII. The ICCSS invites all interested parties to join in establishing a global chemical safety and security culture, and to contribute assistance for local communities to meet the challenges of growing chemical production and access to toxic chemicals.

# FRAMEWORK TRAINING PROGRAM

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### 3. Introduction

Chemicals are omnipresent in the lives of individuals and communities, both as necessary components of everyday life as well as potential tools for criminal purposes.

Many chemicals, in addition to their usefulness, may endanger health and human life if used improperly and pose imminent or long-term threats to the environment. In the vast majority of chemical threats and incidents, human actions are involved. Only a small portion of accidents and incidents related to chemistry are the result of natural or otherwise unavoidable circumstances.

Expanding local-level knowledge about chemical safety and security will foment a chemical safety and security culture, which will positively affect human behaviour and reduce risks that are associated with the presence of chemicals.

This training program covers all activities at the local level - production, transport, storage, and distribution - and all operations involving the use of chemicals in public areas, waste management and others.

Best practices, required skills and necessary measures to reduce exposure, risk and vulnerability to chemicals will also be covered.

The training is designed for the benefit of all entities involved with security issues related to chemicals and hazardous materials. The program will promote integrated chemical safety and security management, emphasizing horizontal cooperation and examining the limitations associated with vertical approaches - departmental, administrative or environmental.

The target audiences for these training programs are small and medium-sized enterprises whose operations use chemical substances, and local community representatives.

The program includes regular trainings and exercises, exchange of experiences and the participation of specialists, with the following aims:

- **To create local frameworks for dialogue and coordination of efforts** with the cooperation of all local stakeholders, including: local authorities, institutions responsible for law and order and security, private sector and industry, civil society organizations and the media;
- **To facilitate exchange of information and dissemination of knowledge** about activities involving hazardous substances at the local level;
- **To activate and involve all local structures and communities**, especially the private sector and civil society, in the processes of risk prevention and emergency planning;
- **To support local protection against hazards** by strengthening institutions, improving emergency response and deepening social ties within local communities.

The International Centre for Chemical Safety and Security (ICCSS) in Warsaw, Poland coordinates implementation of the “Local Awareness and Responsibility in the Chemical Safety” program and conducts all trainings within its framework.

### Goals

1. Develop cooperation and partnerships between local administration, government, law & order and security authorities, citizens and users of chemicals at the local level;
2. Establish awareness about safe business conduct with chemicals;
3. Identify hazardous activities related to the manufacture, use, storage and transport of hazardous materials;

4. Increase support for local authorities in responding to emergency situations;
5. Create a system of certificated courses on strengthening chemical safety and security.

## **4. Objectives**

1. Train chemical safety personnel for all entities involved in activities with chemicals and hazardous materials;
2. Establish a framework for the training program;
3. Create and refine a methodology for seminars, trainings and exercises for program participants which are adapted to their needs;
4. Stimulate the creation of local partnerships and promote co-operation with professionals;
5. Prepare guidelines for local authorities to develop and implement plans for effective emergency response.

## **5. Program content**

1. The courses will provide knowledge of proper chemical safety laws, procedures and practices with emphasis on industry, national government and the European Union;
2. The training program will consist of lectures, seminars, practical exercises, laboratory work and table top exercises;
3. Particular emphasis will be placed on discussion, exchange of experiences and improving capacity to respond to emergency situations;
4. The trainings will be tailored to local needs and the actors involved.

## **6. Expected results and benefits for participants**

1. Increased awareness of best practices in chemical safety and security and in environmental and emergency response;
2. Dissemination of best practices and lessons learned in chemical and environmental safety and security within local communities and among those working with chemicals and dangerous goods;
3. Enriched knowledge about possible hazards related to chemicals and the reduction of risks associated with their use and misuse;
4. Tools for collecting and disseminating specialized knowledge, combined with best practices and procedures;
5. Methods and models for creating and promoting a chemical safety and security culture;
6. Create a platform for local communities to network and exchange experiences with professionals;
7. Publication and dissemination of training materials.



## 7. Program of courses

### **Chemical safety and security management at the local level**

The chemical safety and security management program is designed to provide practical knowledge and experience in the field of chemical safety and security for all participants involved in activities related to chemicals, including hazardous materials. The program aims to strengthen governance in public safety and security, particularly as regards the safety of citizens.

The goal of chemical safety management is to reduce risk to society at all levels. A principal means for doing so is to promote greater standards of professionalism, the development of which will be incorporated into the training modules. Each module will have a specified set of training objectives and at the end of each module, trainees will need to pass a test.

Participants will be actively involved in developing and testing the training program, including, inter alia, submission of proposals, evaluation of the training program, and assessment of the extent to which the training program has helped to raise their professional knowledge.

The training program will consist of lectures combined with practical seminars and exercises, including table-top exercises.

#### **Cooperation:**

BCH, Centrum REACH & CLP, CIOP, CNBOP, COPRO, CSPSP, GDOŚ, GIOŚ, GIS, GITD, IChP, IOR, IOS, IPO, PIP, PIS, PSP, URPL, RCB, UDT, UTK, WAT, WICHiR., chemical industry, CEFIC.

#### **Certification:**

Subject to completion of each basic course, participants will receive a certificate based on ICCSS requirements. Specialized courses will be certified by appropriate national and international institutions.

#### **Organization of trainings and participation:**

The scope of each training will be determined by participants' requirements and needs. Courses will be tailored to the expertise of the participants, which each training group sharing a similar level of knowledge and competence in relation to chemicals and/or hazardous materials.

On completing each of the basic courses, participants will be tested on the knowledge gained from the trainings and will receive a certificate for each course that is successfully passed. Holders of basic course certificates will be invited to participate in more advanced courses.

## **BASIC COURSE (1):**

### **Basics of safety and security management in the public domain, duties of participants and professionals, and creating chemical safety and security in practical terms**

The topics of this first course focus on raising awareness of chemical safety and security at the local level, and how to implement chemical safety and security in practice in the workplace and public spaces. New skills in managing local chemical safety and security will be consolidated with existing expertise and experience.

#### ***1.1 Module: Citizens' perspectives***

The course presents chemical safety and security as an important factor in public safety, with local residents as both participants in, and beneficiaries of, proper chemical safety and security management at the local level. How to involve citizens in public safety will be discussed.

Seminar: Fear as a factor in chemical safety and security management

#### ***1.2 Module: Creating networks***

Effective chemical safety and security management also involves participation in shaping public space. Participants will be introduced to an array of relevant contacts at the local level.

Seminar: Creating networks of public safety managers and chemical safety & security managers - role of the police and cooperation with law enforcement authorities

#### ***1.3 Module: Importance of youth awareness for chemical safety and security***

Chemical safety and security management is introduced in the form of science and education in the field of hazardous substances.

Lecture 1 - Developing civic involvement

Lecture 2 - Networking

Expected result: Ability to demonstrate comprehensive knowledge of chemical safety and security management practices in an urban environment

#### ***1.4 Module: Comprehensive management of chemical safety and security issues***

Development of a civilian safety perspective and a network of local connections is explored through past experience, contemporary analysis and consideration of future problems in chemical safety and security. Finding solutions at the global level begins with developing effective mechanisms at the local level.

#### ***1.5 Module: City, public space and chemical safety and security; values, processes, systems and protective equipment***

The main focus here is developing public order and chemical safety and security as elements of good governance of public space. Engaging and fostering cooperation among local stakeholders is examined through a case study of the Polish city of Tarnow.

Seminar: Events planning and effective responses to disastrous events

### ***1.6 Module: Response systems***

The main focus is on building effective responses to natural and man-made disasters by creating a chain of security management and response/intervention systems.

Seminar: Simulations in planning effective responses to disastrous events

### ***1.7 Module: Security and democracy***

This module examines the interrelationship between chemical safety management, democratic processes and development. Issues of focus include the potential conflict between implementing effective responses to the threat of terrorism and respecting civil rights.

### ***1.8 Module: Safety and security as common issues***

The lecture is devoted to the challenge of fostering safe public behaviour when responding to chemical incidents.

### ***1.9 Module: Chemical safety***

This module offers an array of knowledge and expertise about chemicals in today's market, the objective being to equip participants to be able to find and use existing sources of information about risks, i.e.:

- Requirements for introducing a new chemical substance on the market;
- Responsibilities associated with introducing new substances on the market;
- Knowledge of hazards and risks - requirements in the European Union;
- Sources and databases of information about hazards;
- Methodology for calculating exposure;
- Obligations of manufacturers, traders and retailers; and
- How to read and understand safety data sheets and labels for chemical materials.

## **BASIC COURSE (2):**

### **Implementing the practical elements of chemical safety and security management**

The second basic course emphasizes the practical aspects of safety management and strengthening chemical safety and security. Depending on the specific training purpose, participants play a variety of roles: observer, coach/instructor, local expert, crisis responder, etc.

#### ***2.1 Module: Chemical safety laws***

EU legislation includes more than 150 acts and legal provisions that are directly or indirectly related to chemistry, plus a number of additional acts at national level. Specific legal acts will be selected for discussion based on the interest and knowledge levels of participants. How the legal system can reduce chemical risks is explored with a focus on aspects of local importance.

#### ***2.2 Module: Chemical safety - general issues***

Every activity with chemicals incurs some degree of risk. The typical chemical threats encountered in public life are explained and obligations/competencies of state law enforcement institutions discussed:

- Types of hazards;
- Typical risks for chemical enterprises;
- Typical risks for consumers and non-business professionals; and
- Entities and institutions responsible for the safety of chemicals.

This module includes both lectures and exercises in shaping social behaviour to minimize risks.

### ***2.3 Module: Chemical process***

Chemical process from a local perspective:

- What is it?
- Risk assessment;
- Means and measures of risk reduction;
- Practical aspects of risk reduction at local level.

The module includes lectures, exercises and problem-solving tasks.

### ***2.4 Module: Chemicals and enterprise***

Areas of chemical-related activity are examined where risk reduction is regulated by law, focussing on large plants and warehouses identified as potentially the most dangerous for potential chemical accidents. Major accidents and chemical releases are studied from the perspective of identifying the hazards that gave rise to them and postulating preventive measures, response preparedness and mitigation.

- Upper, lower tier and below-the-threshold enterprises
  - Obligations of an operator
  - Obligations of a local administration
  - Areas of co-operation between stakeholders
- Accidents with release of chemicals
  - Emergency response
  - Liquidation of the effects
  - Mitigation of consequences
  - Responsibility for environmental clean-up and reclamation
    - Health monitoring
    - The responsibilities of participants in the process.

This module is designed primarily for participants involved in hazard identification and organization of prevention and consequence mitigation. The program includes lectures and top table exercises.

### ***2.5 Module: Classification and labelling***

Elaborates on the link between chemical hazards and risk communication, referencing EU Parliament and Council Regulation No. 1272/2008, commonly referred to as the CLP (introducing GHS system in EU countries), Sub-Chapter A: Labelling of Chemicals.

- Legislation
- Types of classification
- Pictograms and how to read them
- What does and does not need to be labelled
- Exercises in how to interpret descriptors, signs and pictograms.

## ***2.6 Module: Packaging***

Information on packaging is discussed, including the legal requirements for the design of packaging and labelling, handling of packaged chemicals, and disposal of chemically contaminated empty packaging.

- Legal requirements
- Labelling according to CLP requirements and transportation regulations
- Empty, chemically contaminated packaging.

The content is presented in lectures and demonstrations.

## ***2.7 Module: Transport of hazardous substances***

Covers the regulations governing different types of transportation, including UN Guidelines, ADR, ADN, RID, IMDG and ICAO regulations. The module focuses on those regulations of most importance and consequence to local conditions and communities, i.e. obligations of road transport companies, proper labelling, packaging and cargo securing, and competencies of national law enforcement institutions. Content includes:

- Extracts from main legal provisions;
- Organization of road traffic in the municipality/county;
- Enforcement and inspection jurisdiction and scope;
- Loading/unloading and storage operations; and
- Exercises in identifying risks of transport, use of communication channels and response at the local level.

## ***2.8 Module: Chemical waste***

Focuses on risks associated with hazardous chemical waste, covering technical and legal problems of storage, disposal and recycling. The issues are dealt with from the point of view of an enterprise generating chemical waste and the communities exposed to hazards associated with the waste generation and disposal:

- Expired chemicals and chemical waste
- Recycling
- Disposal
- Special landfills
- Illegal landfills
- Clean-up

Includes lectures, case studies and problem-solving exercises together with table-top exercises.

## ***2.9 Module: Everyday chemicals***

Explores the most commonly used chemicals around us:

- Section A: Agriculture and horticulture
  - Plant protection products
  - Fertilizers
  - Rodenticides
- Section B: Biocides
  - What are biocides?
  - Range of applications
  - Legal requirements and auditing bodies
  - Products containing biocides

- Section C: Special applications
  - Explosives for civilian use
  - Coercive chemical measures
  - Fireworks
  - Aerosols
  - Expired medicines and medical products.

## **SPECIALIST COURSE (3):**

### **Participation of local authorities and the volunteer fire service in crisis management**

Specialist course (3) is dedicated to local authorities and fire fighters from the volunteer fire service (OSP in Poland) and other organizations active in either voluntary or professional activities who do not have prior specialist training in the field of chemistry in the response, first aid and disaster incidents involving hazardous chemicals.

The course deals with the organization of a rescue system at the national level and the technical capacities for proper fire and rescue operations. The scope of support by voluntary and non-professional organizations to the OSP of Poland will be examined. The course consists of lectures, exercises, and table-top exercises, ending with demonstrations of specialized equipment by Specialist Groups for Chemical and Environmental Rescue at readiness levels A, B, and C.

#### ***3.1 Module: Types of chemical hazards and threats***

- Risks of explosion - causes and consequences
- Fire hazards - causes and consequences
- Other physical hazards
- Emissions - causes and consequences
- Range of chemical hazards
- Types of toxic chemical compounds.

#### ***3.2 Module: Legal basis for responding to chemical incidents***

- Legal basis and responsibilities
- Participants in ensuring chemical safety in the public sphere.

#### ***3.3 Module: The national fire and civil protection system of Poland***

- Principles of organization of chemical and environmental rescue in the national fire and rescue system
- Areas of cooperation
- Means of cooperation.

#### ***3.4 Module: Participation of local units in responding and mediating the consequences of chemical accidents***

#### ***3.5 Module: Participation of local units in response to accidents in upper-tier plants***

#### ***3.6 Module: Land planning as a means of risk reduction***

#### ***3.7. Module: The National Warning and Reporting System***

## **SPECIALIST COURSE (4):**

### **The process of ensuring chemical safety in the public sphere**

Specialist course (4) has an informational character and examines the security and safety system at national level.

Topics include:

- Legal basis - scope of responsibilities
- Areas of cooperation
- Ways of cooperation
- Establishing good cooperative practices
- Protection plans for explosives and high-risk goods.

The course is presented in a series of lectures

#### ***4.1 Module: Land planning as a means of risk reduction***

Planning is an essential tool for helping to ensure chemical safety and security. Taking into account the role of construction supervision and raising this awareness among local authorities is of paramount importance.

Issues:

- Types of threats
- Explosion risks - causes and consequences
- Fire hazards - causes and consequences
- Other physical hazards
- Emissions - causes and effects
- Range/risk analysis
- Types of toxicity
- Emission reduction measures and their effectiveness
- Planning for the first layer of security
- How to plan an area without hindering enterprise.

#### ***4.2 Module: Substances covered by licensing or registration procedures***

The substances of particular interest here are covered by legal restrictions, and a failure to comply with those restrictions is an offense under the law. These substances pose different types of direct threats due to their properties and are considered public hazards. Thus, knowledge of these hazardous substances benefits all who are involved in public safety.

Topics covered:

- Precursors for explosives
- Strategically important goods
- Hazardous substances in international trade
- Precursors for illicit drugs.

The module consists of lectures and exercises relating to hazardous substances and the legal obligations associated with them.

#### ***4.3 Module: The illegal use of substances and public chemical safety and security***

The module addresses specific areas of criminal activity that endanger life and health in society, with the aims of improving knowledge of threats and methods for identifying criminal activities.

- Drugs and precursors - illegal manufacturing plant characteristics
- Methanol - Sources, risks, control and methods of fraud
- Uncertified foodstuffs - Sources of risk and their detection/prevention.

***4.4 Module: Access to and use of chemicals for prohibited purposes - chemical security, prevention and crisis response***

- Prevention
- Risk reduction measures
- The system of directives and restrictions
- Cooperation between emergency and crime-fighting agencies.

***4.4.1 Module: Legal and administrative system for dealing with access or use of chemicals for prohibited purposes and for crisis response***

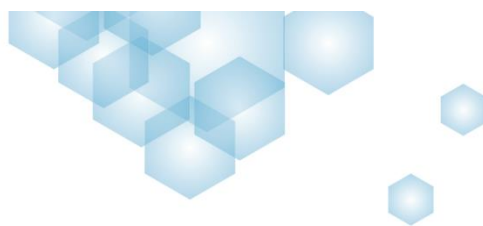
- Synthesis of legal and administrative measures
- Voluntary actions of market participants, focusing on resources, infrastructure and trade in goods
- Case study: The global chemical industry and chemical safety and security (Responsible Care)
- Case study: Chemical safety and security culture for SMEs

***4.4.2 Module: Trans-border cooperation in threat reduction and crisis response***

***4.4.3 Module: International cooperation in the fight against the use of chemicals for prohibited purposes***

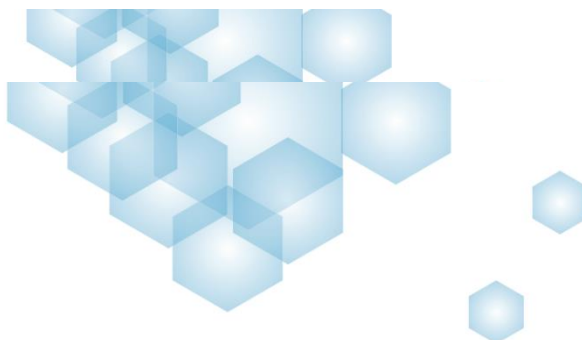
***4.4.4 Module: International legal mechanisms to prevent proliferation of chemical weapons and chemical terrorism***





## **Mission of the International Centre for Chemical Safety and Security (ICCSS) in Poland**

- I. The ICCSS is a leading international centre of excellence** that promotes chemical security culture at national, regional and global levels, with an emphasis on governments, chemical industry, academia and NGO's.
- II. The ICCSS serves as a forum for all those who are responsible for chemical safety and security, at all levels, to share and promote best safety and security practices and cultures.** It provides education, training and public information on chemical safety and security based on the principles of sustainability, continuity and modern management.
- III. The ICCSS is a pioneer in shifting perspectives about chemical safety and security:**
  1. Chemical security is not simply a technical problem for professionals but an industry-wide problem;
  2. Chemical security should not be occasionally singled out for attention, funding and justification, but rather integrated into planning and business-conduct cycles;
  3. Chemical security is not an expense but an investment in the future;
  4. Chemical security efforts should not be focused mainly on threat, vulnerability and protection, but on efficiency, organisational continuity, and building trust.
- IV. The ICCSS promotes the view that chemical safety and security cultures have common objectives:** The protection of people, society and the environment from the release of toxic chemicals. While both focus on the risk of inadvertent human error, chemical security places additional emphasis on deliberate acts that are intended to cause harm. The ICCSS's approach to chemical security requires different attitudes and behaviours, such as confidentiality of information and efforts to deter and prevent malicious acts.



**International Centre for Chemical  
Safety and Security**

**(ICCSS)**



**ICCSS**

ul. Leszno 8/1  
01-192 Warsaw  
(telephone – office) +48 22 436 20 44

[www.iccss.eu](http://www.iccss.eu) ; [info@iccss.eu](mailto:info@iccss.eu)

**Chief Inspectorate of  
Environment Protection**

**(GIOŚ)**



**Główny  
Inspektorat  
Ochrony  
Środowiska**

ul. Wawelska 52/54  
00-922 Warsaw  
(telephone- office) 22 825-33-25

[www.gios.gov.pl](http://www.gios.gov.pl) ; [gios@gios.gov.pl](mailto:gios@gios.gov.pl)

