

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Policy 162 – Handling of Hazardous Materials

I. POLICY

Federal law has mandated that employees, anyone performing a service in a facility, and the general public has the right to be informed of the types of chemicals used at a facility and the possible hazards associated with those chemicals.

Southern Highlands Community Mental Health Center has the responsibility to provide for the safety of these individuals because many different types of chemicals are used at all Southern Highlands' locations.

II. DISCUSSION

Physical hazards are chemicals that are combustible liquids, compressed gasses, explosives, flammables, organic peroxides, oxidizers, pyrophorics, unstable (reactive), or water reactive.

Health hazards are chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins (liver), nephrotoxins (kidneys), neurotoxins (nervous system), agents that act on the hematopoietic system (blood) and agents that damage lungs, skin, eyes, or mucus membranes.

The most common type of chemical used by Southern Highlands would be agents that damage lungs, skin, eyes, or mucus membranes.

MATERIAL SAFETY DATA SHEETS (MSDS) are one to several sheets of information on each chemical brought into the facility that should contain the following information:

- Manufacturer's information (chemical name, synonym, formula, address and phone number of the manufacturer)
- Hazardous ingredients
- Physical data (boiling point, vapor pressure, etc.)
- Fire and explosive hazard data
- Health hazard data (including emergency first aid data)
- Reactivity data
- Spill or leakage procedures

- Special protection information
- Special precautions in handling and storage
- Date the MSDS was prepared or last updated

III. PROCEDURES

- A. All chemicals purchased by Southern Highlands will have a MATERIAL SAFETY DATA SHEET (MSDS). Each department using these chemicals will have these sheets placed in an MSDS manual available for all staff to use as a reference.
- B. When a chemical is purchased. The purchasing clerk will ensure the MSDS is available before the product is used by staff or other parties.
- C. The purchasing clerk will send a copy of all MSDS to all locations that are using a MSDS book. It is the supervisor's responsibility to place the MSDS in the MSDS book at their location. It is also the responsibility of the supervisor to ensure staff have read the MSDS and understand the hazardous ingredients, fire and explosive hazards, health hazards, reactivity data, spill or leak procedures, special protection information, and special precautions (storing and handling).
- D. All chemicals will be stored according to the special precautions section of the MSDS and in a location that is away from the general public and consumers.
- E. All chemicals must have product labels. Primary product labels refer to the labels on the original product containers. These labels contain information on the proper use of the product, what protective equipment is necessary, special precautions, as well as a lot of the information found on the MSDS. This label should always be checked before using the product.
- F. If a product is transferred to another container, there must be a label on this container. These labels must contain the same information as the primary product label. It is the supervisor's responsibility to assure that when a chemical is transferred to another container, the container is label properly.
- G. Leaks or spills of the chemical are cleaned up according to the MSDS (Section VII: Spill or Leak Procedures). It is the supervisor's responsibility to ensure spills or leaks are cleaned up according to this procedure.
- H. All chemicals are disposed of according to the MSDS (Section VII: Spills or Leak Procedures). It is the supervisor's responsibility to ensure proper disposal of the container or chemical.