

Chapter Title		Section #	Subject #
Human Resources		HR	512.5
Subject Title	Adopted	Last Revised	Reviewed
<b>Hazardous Materials Management Plan</b>	4/12/02	2/14/20	5/13/02; 2/26/14; 3/9/17; 2/27/19

## PROCEDURE

### Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1.0 Purpose

The purpose of the Hazardous Materials Management Plan is to minimize risk to staff, persons served, and visitors through the safe handling and maintenance of hazardous materials and waste.

#### 2.0 Plan Monitoring and Evaluation

The Chief Financial Officer (CFO), in coordination with the Medical Services Manager, is responsible for monitoring the implementation of the Hazardous Materials Management Plan on a regular basis and for annually evaluating the plan's overall effectiveness and recommending improvements to the Chief Executive Officer (CEO) as appropriate or needed.

#### 3.0 Definitions

Non-infectious hazardous material is defined as any chemical compound which is identified by the manufacturer as hazardous and which can be harmful to persons if handled incorrectly.

Infectious hazardous waste is defined as waste which epidemiological evidence indicates is capable of transmitting a dangerous communicable disease.

Infectious waste includes, but is not limited to:

- Contaminated sharps or contaminated objects which could potentially become contaminated sharps.
- Blood and/or body fluids.
- Dressings and/or bandages that contain infectious waste or wounds which drain purulent material with or without a positive culture.

#### 4.0 Hazardous Materials Management

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The CFO will be responsible for overseeing the handling of all hazardous materials and chemicals. All hazardous materials shall be safely stored in approved containers or storage cabinets in the appropriate area.

Hazardous materials for cleaning, office use, and maintenance shall be identified. Manufacturer's instructions (labeling) on safe handling, storage and disposal shall be noted. Cleaning products shall not contain chemicals harmful to the environment.

Instructions shall be distributed to all departments and services using the hazardous materials. Hazardous Material Safety Data Sheets shall be stored in the facility files.

Pest control shall be handled by the landlord and coordinated with the CFO for scheduling and MSDS requirements.

Filled Sharps containers will be sealed, documented, and stored in the appropriate area for pickup and disposal by the hazardous waste disposal service.

### **5.0 Material Safety Data Sheets (MSDS)**

Material Safety Data Sheets will be used in compliance with OSHA regulations to monitor chemical product use and to maintain a safe environment.

Material Safety Data Sheets are defined as detailed descriptions of various chemical products used by The Right Door for Hope, Recovery and Wellness. Descriptions include a comprehensive guide to chemical make up, hazardous reactions and uses.

The CFO or designee shall obtain MSDS detailed descriptions of various chemical products used and shall be responsible for the collection, organization, distribution, and review of all MSDS forms.

### **6.0 Exposures and Spills**

Exposures to hazardous materials and waste will be treated in accordance with the agency's Infection Control - Control Practices procedure.

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Hazardous materials spills will be addressed in accordance with the agency's Environment of Care - Emergency Management Plan procedure.

Kerry Possehn, Chief Executive Officer			Date

RETIRED