

POLICY MANUAL

Subject: Hazardous Materials

Effective Date:

Initiated By: Russ Taylor
Director of Support Services

Approved By: Tim Tull
CFO

Review Dates: 11/08RT, 11/11RT, 12/13 RT
11/14 RT

Revision Dates: 12/04, 12/05RT

POLICY: In order to ensure the safety of our staff, visitors and patients Cumberland Heights Support Services Department will adhere to the following procedures.

PROCEDURE:

1. All chemical purchases for use by the support services dept. will be approved by the supervisor of that department.
2. Chemicals will be evaluated as to their ability to complete the job intended, ease of use, environmental hazards, safety of use, and potential for misuse in this facility.
3. Evaluations will be made from manufacture recommendations, MSDS sheets, input from therapy department if necessary and then a 30 day trial to see the effectiveness of the product.
4. All MSDS sheets will be kept at the maintenance department, or the coordinator office at out outpatient facilities.
5. All labels will stay attached to the original containers.
6. Temporary use containers will be labeled with permanent marker the name of the product.
7. Hazardous warning label will be posted at the main storage building of the chemicals
8. Employees will be trained as to the use and safety procedures for each chemical before use, and semiannually on all chemicals.
9. Disposal of any chemical will be as per manufacture recommendations.