



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

EMERGENCY INCIDENT RESPONSE PROCEDURES FOR HAZARDOUS MATERIALS SPILLS: EMPLOYEE RESPONSIBILITIES

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PURPOSE: To delineate the steps to be taken and who to notify in case of a hazardous materials spill.

POLICY: If an employee discovers a hazardous material spill or leak, the following procedure will be followed in order to minimize the risk of hazards associated with the chemical involved.

PROCEDURE:

If you discover a hazardous material spill or leak:

1. Evacuate the area around the spill and control entry into the area.
2. Notify immediate supervisor.
- *3. Notify one of the following departments and identify the location, substance, and extent of spill, request the contacted department's assistance and response to address the spill:

During Normal Business Hours

Environmental Services/Facilities Management ext.5-7291

Safety Officer at ext. 5-6672

Administration at ext. 5-7415

After Normal Business Hours

Dial Rancho Operator : dial 0 and ask operator to contact:

-> Charge Nurse

-> Administrator on Duty (AOD)

4. If unable to contact above departments or if the spill is large, has noxious odors or has caused injury, dial extension 522 for assistance from the Downey Fire Department. Report the spill, location and substance.

5. Contain spill if it is safe to do so (only if you have been trained).
6. Shut off fire ignition sources - burners, fans, blowers, and all electrical equipment except lights.
7. Obtain the appropriate Material Safety Data Sheet (MSDS).
- * Notifies the Los Angeles County Department of Health Services Hazardous Materials Specialist.


Director, Physical Therapy Department