

ValleyCare

**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
PHARMACY
POLICY & PROCEDURE**

NUMBER: 1444

VERSION: 1

SUBJECT/TITLE: 806 - HAZARD COMMUNICATION AND MATERIAL SAFETY DATA SHEETS

POLICY: ValleyCare pharmacies store and maintain Material Safety Data Sheets to provide as needed support for the Hazard Communication Program and respond to hazardous material inquiries.

PURPOSE: To ensure hazard communications resources are current, organized and immediately available to ValleyCare departments when needed.

DEPARTMENTS: All

DEFINITIONS: Hazardous Material: Any natural or synthetic substance in solid, liquid, or gaseous form which is a physical hazard or a health hazard.

1. Physical Hazard - a substance for which there is scientifically valid evidence that it is ignitable and/or reactive.
2. Health Hazard - a substance for which there is scientifically valid evidence that it is a carcinogen, toxic or highly toxic agent, reproductive toxin, irritant, corrosive, sensitizer, hepatotoxin, nephrotoxin, neutotoxin, agent which acts on the hematopoietic system, or agent which damages lungs, skin, eyes or mucous membranes.

For the purpose of this policy, medical waste and radioactive waste are excluded (ValleyCare Policy 816)

PROCEDURE: **General Procedures:**
All pharmacy employees shall be trained and are to be familiar with the safe handling of hazardous substances used by pharmacy personnel.

1. The Pharmacy will maintain a list of departmental stocked hazardous substances with their corresponding Material Safety Data Sheets (MSDS)
2. These MSDS are readily available in binder(s), which are stored in the Inpatient Pharmacy for both the inpatient and outpatient

SUBJECT/TITLE: 806 - HAZARD COMMUNICATION AND MATERIAL SAFETY DATA SHEETS

Policy Number: 1444

Page Number: 2

pharmacies. MidValley and the San Fernando pharmacies will each have their own MSDS binders.

3. Pharmacy will store hazardous chemicals and medications per manufacturer or applicable regulatory requirements.
4. Such compounded or parenteral admixtures shall be appropriately labeled and with any pertinent warning labels (Flammable, Poison, Chemotherapy – Dispose of Properly, etc.)
5. In the event of an accidental spill or other discharge of hazardous materials, notify Environmental Health & Safety, ext. 3405 (after hours- notify operator, ext. 111). Refer to Policy 803, Emergency Response Procedures For Hazardous Material Spills.
For Medical Emergencies, call ext. 114
4. Each employee shall receive initial and then annual training on the following:
 - a. ValleyCare Environment of Care policy on “Hazard Communication”.
 - b. Location & use of MSDS binders in the Pharmacy
 - c. Personal protective equipment
 - d. Eye Wash units
 - e. Chemo Spill Kits

Completed signed training documentation is to be kept on file in the Inpatient Pharmacy at Sylmar. Each area Pharmacy managers may keep a copy in their own area employee’s file.
7. For those staff employees, who handle parenteral antineoplastics, refer to **Policy 550, Antineoplastic Admixture Service** to receive additional information regarding handling, preparing, and disposal of chemotherapy medications.
8. The Biological Safety Cabinet (Chemo Hood) may be used for the preparation or dilution of caustic or hazardous agents, such as acids.

SUBJECT/TITLE: 806 - HAZARD COMMUNICATION AND MATERIAL SAFETY DATA SHEETS

Policy Number: 1444

Page Number: 3

DISPOSAL OF HAZARDOUS SUBSTANCES

1. **Hazardous chemicals** (Powders/crystals chemical components used for external compounding, acid/base solutions, caustic liquids, etc) will be properly disposed of by a LA County approved licensed vendor. Contact Environmental Health & Safety Office, if there are any questions.
 - a) Document chemical name, strength, and quantity on HS-2 form
 - b) Pack chemical containers into a suitable box container to prevent breakage.
 - c) Appropriately label box container
“ To Environmental Health & Safety Office”
Attn: Safety Officer
CAUTION: Chemicals – Hazardous Substances
 - d) Include HS-2 inside box container
2. **Antineoplastic Waste** is to be disposed of in appropriate Chemotherapy Waster Containers.

SUBJECT/TITLE: 806 - HAZARD COMMUNICATION AND MATERIAL SAFETY DATA SHEETS

Policy Number: 1444

Page Number: 4

References: ValleyCare Environment of Care “Hazardous Communication” (2005); ValleyCare Hazard Communication Program Policy 813; Pharmacy Policy 803 – Emergency Response to Hazardous Spills	
Approved by: Steve Lee (Director, Pharmacy)	Date: 03/09/2011
Review Date: 03/09/2014	Revision Date:
Distribution: Environmental Health & Safety, Inpatient Pharmacy, Outpatient Pharmacy	
Original Date: 03/09/2011	