

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 9  
VERSION: 3**

**SUBJECT/TITLE:** **SELECTING, HANDLING, AND DISPOSAL OF HAZARDOUS MATERIALS**

**POLICY:** All departments shall select and use non-hazardous materials in place of hazardous materials whenever possible. If this is not possible, materials that are less hazardous shall be selected. Olive View-UCLA Medical Center and its contract service providers shall order and use only the minimum amount of hazardous materials needed.

Workforce Members must properly handle all hazardous materials from receipt or generation through use of final disposal (cradle to grave), in accordance with all applicable city, County, State, and Federal regulations.

The Office of Environmental Health and Safety is responsible for overseeing the management of hazardous materials. It is also responsible for the removal of all hazardous waste, residue, and their containers from the premises.

Environmental Services is responsible for the clean-up of mercury spills. The Office of Environmental Health and Safety is responsible for the clean-up or coordinating clean-up efforts for all other hazardous material spills.

**PURPOSE:** To ensure the safety of employees, patients and the public by managing hazardous materials properly from receipt or generation through use or final disposal.

**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 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, neurotoxin, agent which acts on the hematopoietic system, or agent which damages the lungs, skin, eyes, or mucous membranes.

For the purpose of this policy, medical waste and radioactive waste are excluded.

**PROCEDURE:** **I. SELECTING, HANDLING, AND DISPOSAL**

**SUBJECT/TITLE: SELECTING, HANDLING, AND DISPOSAL OF HAZARDOUS MATERIALS**

**Policy Number: 9**

**Page Number: 2**

A. Divisions/Areas shall:

1. Select non-hazardous materials in place of hazardous materials. If this is not possible, select materials that are less hazardous. Consult with Environmental Health & Safety prior to ordering a new product containing hazardous materials.
2. Check that the item is a hazardous material when entering the request into the GHX requisition system when requesting any products containing hazardous materials. Order the minimum amount needed.
3. Inspect for leakage when receiving any new shipment or opening any package for products containing hazardous material. Report any major leakage to Environmental Health and Safety at ext. 3405.
4. Read the manufacturers' labels and instructions, including cautions and warnings, on all products. If the product contains hazardous material, read the Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS).
5. Handle and store materials according to manufacturers' instructions.
6. Maintain an ongoing log of all products containing hazardous materials that are used in the division/area.
7. Maintain a file of Safety Data Sheets and/or Material Safety Data Sheets for each product that contains hazardous materials. This file is to be readily available for all employees in the division/area.
8. Hazardous waste, unused or expired hazardous materials, and their containers must be disposed of properly by Environmental Health & Safety. Do not throw hazardous materials/waste in the trash or the sewer system.

Divisions/Areas with the need to dispose of hazardous materials/waste should:

- a. Pack material into appropriate container (s)

**SUBJECT/TITLE: SELECTING, HANDLING, AND DISPOSAL OF HAZARDOUS MATERIALS**

**Policy Number: 9**

**Page Number: 3**

- b. Label the container (s) with complete information pertaining to the contents.
  - c. Contact Facilities Division to transport the hazardous materials/waste to the hazardous waste storage facility.
9. Train staff on Hazard Communication, proper procedures to handle and/or dispose hazardous materials, and accidental spill procedures as part of orientation and at least annually thereafter.

**B. Materials Management shall:**

1. Forward any requests for the purchase of new products containing hazardous materials to Environmental Health and Safety for approval, upon receipt of the GHX requisition.
2. Request corresponding Materials Safety Data Sheet from vendor when ordering products containing hazardous materials.
3. Inspect all hazardous materials packages for signs of leakage upon receiving the shipment at the warehouse. Immediately notify Environmental Health and Safety at ext. 3405, if there are any signs of leakage.
4. Minimize the storage of products containing hazardous materials in the warehouse, if possible.

**C. Facilities Division shall:**

1. Respond promptly to request for transportation of hazardous materials/waste to the hazardous waste storage facility.
2. Notify Environmental Health and Safety of the transport.
3. Train appropriate staff on the accidental spill procedure, proper techniques in transporting hazardous materials/waste as part of orientation and at least annually thereafter.

**D. Environmental Health and Safety shall:**

1. Respond promptly to requests for assistance in handling and/or disposal of hazardous materials/waste.
2. Ensure that incompatible wastes are stored separately in the

**SUBJECT/TITLE: SELECTING, HANDLING, AND DISPOSAL OF HAZARDOUS MATERIALS**

**Policy Number: 9**

**Page Number: 4**

hazardous waste storage facility.

3. Ensure that all hazardous wastes are properly manifested and disposed of in compliance with applicable state and federal regulations.

## **II. ACCIDENTAL SPILL, DISCHARGE OR OVEREXPOSURE**

### **A. General Procedure**

In the event of an accidental spill or discharge of hazardous material or waste with the exception of mercury, Environmental Health and Safety, (818) 364-3405, should be notified immediately with the following information:

1. Name of material
2. Location of accident
3. Scope of problem
4. Name of contact person

Any person who may have received injury or unsafe over exposure to hazardous material should be sent at once to the Emergency Room.

### **B. Mercury Spill Procedure**

In the event of a mercury spill (such as a broken thermometer or sphygmomanometer), contact Environmental Services at ext. 4110 for the clean-up. Environmental Services will respond promptly to clean up the mercury. Environmental Health and Safety, ext. 3405 (after hours contact Hospital Operator at ext. 111,) should be notified immediately if it is a large spill.

### **C. Chemotherapeutic Agent Spill Procedure**

In the event of a chemotherapeutic agent spill, refer to Olive View-UCLA Medical Center policy "Managing Chemotherapeutic Agent Spills and Acute Exposure" (Policy 20).

**SUBJECT/TITLE:    SELECTING, HANDLING, AND DISPOSAL OF HAZARDOUS  
                          MATERIALS**

**Policy Number:    9**

**Page Number:     5**

References:	
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