

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

**NUMBER: 773
VERSION: 1**

SUBJECT/TITLE: HAZARDOUS MATERIALS SPILL RESPONSE PROCEDURES

POLICY: To ensure the general safety of both patients and staff through the mitigation of any adverse effects of hazardous materials.

PURPOSE: It is the purpose of these procedures to establish criteria for our Department so that everyone involved in its operation will perform their assigned duty with minimal danger to their personal health and / or physical safety.

DEPARTMENTS: PATIENT ACCESS

DEFINITIONS:

PROCEDURE: EMPLOYEE:

1. Upon discovering a hazardous material spill or leak, evacuate the area around the spill.
2. Ensure that no one enters the area.
3. Contact 114 if medical assistance is needed.
4. Notify immediate Supervisor.
5. Notify Hazardous Materials Specialist at extension 73405
 - A. Provide location of spill.
 - B. Provide type of substance spilled.
 - C. Provide information on extent of the spill.
6. After regular work hours, contact the operator at extension 111.
7. If it is safe, do the following;
 - A. Contain the spill.
 - B. Shut off fire ignition sources.
 - 1) Turn off burners.
 - 2) Turn off electrical equipment except lights.

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SUPERVISOR:

1. Inform employees of hazardous materials spill response procedures.
2. Ensure employees take precautions to prevent hazardous materials spills.
3. Receive calls from employees regarding hazardous spills.
4. Respond immediately, with calls to appropriate staff and evacuation of area.
5. If exposed to a hazardous material, wash off your skin and/or eyes with water and report to your supervisor and Safety Officer for follow-up.
6. Make sure you know where your department's MSDS binder is kept.

References:	
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