



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**  
Occupational Therapy and Recreation Therapy Department

**POLICY AND PROCEDURE**

<b>SUBJECT: HAZARD COMMUNICATION PROGRAM</b>	<b>Policy No.: 612</b> <b>Revised: January 2020</b> <b>Supersedes: December 2015</b> <b>Page: 1 of 2</b>
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**BACKGROUND:**

The Hazard Communication Regulation of Cal-OSHA guarantees the employee's right to information about hazardous chemicals in the work place. It is frequently referred to as HazCom or the Right-To-Know Law.

**POLICY:**

To comply with the Hazard Communication Regulation, the Occupational Therapy and Recreation Therapy Department will:

- A. Require that all containers of hazardous materials be properly labeled and stored.
- B. Ensure that staff know how to access Safety Data Sheets (SDS) via the intranet and are also available in the Nursing Resource Office in JPI 1.
  1. Upon receiving the SDS sheet, a copy will be sent to the Safety Officer and Nursing Staffing Office (JPI 1). If the SDS sheet does not accompany the order the Vendor shall be requested to send a copy.
  3. The departments will notify the Safety Office when a new product is ordered, providing the name of the product and the department/service using it.
  4. If the supplier sends the SDS in the package with the equipment ordered, the OT/RT office sends a copy to the hospital Safety Office and Nursing Staffing office identifying OT/RT as "user" at the top of the sheet.
- C. Train employees about hazardous materials program and what to do in the event of a spill (See Attachment A) as:
  1. New employees are hired.
  2. New hazardous chemicals are received.

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- D. Require the proper disposal of hazardous substance.
- E. Conduct periodic retraining.

References: 1. Fire, Safety, and Disaster Manual- Hazardous Materials/Medical Waste Section

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Director, Occupational Therapy and Recreation Therapy Department

Rev: MB

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER  
HAZARDOUS MATERIALS**

**EMERGENCY SPILL RESPONSE PROCEDURES**

If you discover a Hazardous Material Spill or Leak:

1. Notify immediate supervisor.
2. Evacuate the area around the spill and control entry into the area.
- 3\*. Notify one of the following:

During Normal Business Hours:

Safety Officer . . . . .x56672  
Facilities Management . . . . .x57291  
Radiation Safety Officer . . . . .x57541  
Operator.....x0

After Normal Business Hours:

Administrative Nursing Supervisor . . Call Rancho Operator "0"  
Administrator on Duty (AOD) . . . . . Call Rancho Operator "0"

4. If spill is unknown, and causing ill effects, **dial x522**, (Downey Fire Department) to report incident. Be sure to state location, substance, and extent of spill. Medical assistance is also available at this extension.
5. If spill is identified at point of release, and not causing ill effects, obtain the appropriate Safety Data Sheet (SDS) which will contain the physical and health hazards of the substance, including procedures for first aid, personal protection and spill clean up.
6. Contain spill if it is safe to do so (**only if you have been trained**).
7. Shut off fire ignition sources - turn off burners, fans, blowers, and electrical equipment except lights, if possible.

During the hours 7:00 am - 6:00 pm . . . . . M - F . . . . . Operator  
After Normal Business Hours . . . . . Operator