

PROCEDURE NO. 5-8-2

ISSUED: 03-05-96

REVISED: 01-27-25

REVIEWED: 01-27-25

SUBJECT: Hazardous Material and Medication – Storage and Use

PURPOSE: To ensure the safety of all staff and individuals supported, and to carry out the mandate of Rights, Safety and Health Policy No. 5.

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Definition of Hazardous Material - For the purpose of this procedure, all chemicals, cleaning compounds and nonhygienic aerosol products are considered hazardous.

HAZARDOUS MATERIAL STORAGE

Areas Providing Direct Services to Individuals Served - The Program Manager will review the needs of each individual supported to determine appropriate storage and usage of hazardous material for the unit on an annual basis. This decision will be documented on the Review of Medication and Hazardous Chemical Storage form. This form will be sent to the Chairperson of the Health and Safety Committee for review and approval and will be maintained in the staff's reference book in the home.

If an individual supported requires limited access to hazardous material, they will use these only under direct staff supervision. Storage will provide limited access (e.g. on the top shelf, in a cabinet with a safety lock).

When an individual demonstrates independent usage of hazardous chemicals, it will be documented in their ISP.

Hazardous material will be stored at all times in an area separate from food and medication.

The Program Manager is responsible for training and updating all staff on individual safety and training needs regarding hazardous materials.

Other Areas (Health Services, Administration Offices, etc.) - Hazardous materials shall be stored in storage areas separate from food and medication. It is the responsibility of these staff to determine that such substances, while not in use, are stored in the proper area.

MEDICATION STORAGE

Medications will be stored in a manner appropriate for the safety of the individuals supported in that home. This will be documented on the Review of Medication and Hazardous Chemical Storage form. This form will be sent to the Chairperson of the Health and Safety Committee for review and approval and will be maintained in the staff's reference book in the home

Disposal of Hazardous Waste:

Sharps containers and any hazardous material bags (containing blood- or body fluid- stained clothing) will be disposed of through the Columbia Health Department.

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Cleaning supplies will be disposed of according to the manufacturer’s recommendations. If no information is available, the cleaning supplies will be disposed of utilizing the City of Columbia’s waste program.

Directions for disposing of medications can be found in procedure 2-2-7 “Medications at Woodhaven.”

Approved by: _____ Date: _____

Chief Mission Officer

Attachment: Review of Medication and Hazardous Chemical Storage