

SPD Employee Continuing Education

Training Guides



Management of Hazardous Materials

**Prepared by the SPD Advisory Group
March 2001**

**SUPPLY, PROCESSING & DISTRIBUTION (SPD)
CONTINUING EDUCATION**

MANAGEMENT OF HAZARDOUS MATERIALS

OBJECTIVES 3

Upon completion of this session, participants will be able to: 3

Communicating Hazardous Chemical Management to your Staff ____ 4

Statutory and Regulatory Agencies 4

Responsibilities of Facility Directors _____ Error! Bookmark not defined.

Supervisor’s Responsibility 4

What are the components of a Hazardous Chemical communication program?..... 5

Evaluating Hazardous Chemicals Management.....

Assessing Employee Understanding

Employee Responsibility 5

Post Test “Management of Hazardous Chemicals” 6

REFERENCES 7

SUPPLY, PROCESSING & DISTRIBUTION (SPD) CONTINUING EDUCATION

MANAGEMENT OF HAZARDOUS MATERIALS

OBJECTIVES

Upon completion of this session, participants will be able to:

1. Understand the relationship between the various regulatory and statutory agencies that affect the working environment.
2. Verbalize the mechanisms available to find information about hazardous chemicals.
3. Recognize hazardous warning labels.
4. Locate MSDSs for selected chemicals in the work area.

SUPPLY, PROCESSING & DISTRIBUTION (SPD) CONTINUING EDUCATION

MANAGEMENT OF HAZARDOUS MATERIALS

Communicating Hazardous Materials Management to your Staff

SPD/Materiel Management (MMS) at each healthcare facility must develop a program to manage hazardous chemicals, provide education to all personnel, and document compliance with the purpose and policy of VHA Directive 98-011. The Directive provides procedures to ensure that hazardous chemicals are used, handled, stored, and disposed of in a manner consistent with applicable regulatory, statutory, and accreditation requirements and accepted safe practices. It provides the policy for the evaluation, reporting, and oversight requirements.

Statutory and Regulatory Agencies

Public Law 91-596, Section 19, and Executive Order (EO) 12196, Section 1-201d specify that Federal agencies must comply with safety and health standards published by the Occupational Safety and Health Administration (OSHA)

OSHA has published regulations defining and establishing safety requirements for hazardous chemicals under the Title 29 Code of Federal Regulations (CFR) 1910, 29 CFR 1960. VA complies with OSHA guidelines.

The Environmental Protection Agency (EPA) regulates the storage, transport, and disposal of hazardous chemicals under the Clean Water Act (CWA) and Resource Conservation and Recovery Act (RCRA).

The Department of Transportation (DOT) regulates the interstate transport of hazardous materials.

The Joint Commission on Accreditation of Hospitals Organizations (JCAHO) Environment of Care (EC) Standards require education and monitoring of personnel who manage and/or regularly come into contact with hazardous materials and/or waste as well as a documented management program.

Supervisor's Responsibility

Supervisors are responsible for the implementation, communication, and documentation of the facility's Management of Hazardous Chemicals Policy, as well as the development and communication of the specific service/product line policies relative to hazardous chemicals.

What are the components of a Hazardous Chemical communication program?

Written program outlining the processes to handle, store, transport, communicate, and properly dispose of hazardous chemicals;

-Review facility policy and service/product line policy at this time

-Review chemical inventory for your specific area

Material Safety Data Sheet (MSDS) - A standard format that gives detailed health and safety information, precautions for handling, and emergency and first aid procedures for each chemical. **(Review MSDS for a chemical in your area).**

The MSDS tell you how to use, handle, and store the chemical safely. They include: Chemical identification, hazardous ingredients, physical data, fire and explosion data, health hazards, reactivity data, spill or leak procedures, special protection and special precautions.

Warning Labels are quick references containing the chemical name, hazardous ingredients, hazard warnings, and the chemical manufacturer's name and address. These labels are attached to all hazardous chemicals. **(Review labels on several chemicals in your area).** Warning labels contain basic warning such as the chemical name, hazardous ingredients, and the name and address of the chemical manufacturer. Labels may contain explanation of what to do in the event of contamination, what type fire extinguisher to use, how to safely handle spills, personal protective equipment (PPE) to be worn, storage requirements, and proper disposal of empty containers. Labels also identify that chemicals should not be mixed. Warning labels that are torn should be replaced.

Employee training is a mandatory. Personnel must receive training on hazardous chemicals specific to their work area at least annually. Feedback must be obtained to valid and document understanding of the information provided. MSDS must be readily assessable to employees in their work area.

Employee Responsibility

In order to have an effective Hazardous Chemical Program, all persons involved must participate: the Management Staff, and all employees. Employees are responsible for:

- ✓ Listening attentively to training
- ✓ Using personal protective equipment as provided
- ✓ Reading MSDS and warning labels
- ✓ Following established safety guidelines
- ✓ Asking questions before handling hazardous chemicals if you are unsure
- ✓ Reporting any hazards to supervisory staff.
- ✓ **Remember your health is in your hands!**

Post Test “Management of Hazardous Materials”

1. How do you know the chemicals you’re using are safe?
 - a. They look safe
 - b. My co-worker told me
 - c. I received training and I read the MSDS
 - d. None of the above.

2. You can mix any cleaning compounds.
True False

3. The VA does not have to follow OSHA rules.
True False

4. You can find out about the ingredients in a chemical and whether or not it is hazardous by:
 - a. Reading the warning label
 - b. Asking a supervisor
 - c. Reading the MSDS
 - d. All of the above

5. Name 5 hazardous chemical located in your work area
_____ _____
_____ _____

6. MSDS details all of the following except:
 - a. Hazardous ingredients
 - b. Fire and explosion data
 - c. Cost of the chemical
 - d. Health hazards

7. Warning labels that are torn do not have to be replaced.
True False

8. The reactivity data list the materials, such as water or other chemicals, that cause the chemical to burn, explode, or release dangerous gases.
True False

9. The written plan, employee education, MSDS, and warning labels are all components of a Hazardous Chemical Plan
True False

10. Safety is the responsibility of the supervisor only.
True False

MANAGEMENT OF HAZARDOUS MATERIALS

QUIZ ANSWER SHEET

1. c
2. True
3. True
4. c,d
5. (Free Text)
6. c
7. False
8. True
9. True
10. False

REFERENCES

1. *VHA Directive 98-011, "Management of Hazardous Chemicals", February 19, 1998.*
2. *Healthcare Central Service Professionals Newsletter, January/February 1999, p 11.*
3. *VA Handbook 7176, Part 8, Section 2.801*

