



**Administrative
Policies and Procedures**

Originating Venue: Environment of Care
Title: Hazardous Materials & Waste Management Plan
Date Issued: 11/14
Date Reviewed: 01/15
Date Revised: 01/15
Attachment:

Policy No.: N/A
Cross Reference:

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Purpose:

The purpose of the Hazardous Materials and Waste Management Plan is safety within the organization and prevention of environmental contamination with the handling of Hazardous Materials, Hazardous Waste, or Medical Waste.

Policy:

The outlined plan for the management of Hazardous Materials and Waste.

Scope:

The scope of the Hazardous Materials and Waste Management Plan encompasses all the facilities of the organization. The intent of the plan is to establish support and maintain an effective Hazardous Materials and Waste Management Plan and program.

Responsibilities and Procedures:

The Hazardous Materials and Waste Management Plan implementation is the responsibility of the organization. The Safety & Emergency Management Coordinator will have the direct responsibility for implementation, monitoring plan effectiveness, and implementation of any indicator improvements.

A. Hazardous Waste Disposal:

- The organizations site locations Hazardous Waste is collected per contractual schedule. The waste is stored for removal and disposal, and then removed from the premises as needed by a Hazardous Waste hauler with proper permits.

B. Medical Waste Disposal:

- Medical waste is collected from the organizations facilities as per contractual schedule. It is then transported and stored for removal and disposal from the premises by a permitted Medical Waste hauler.

C. Points of Generation:

- Used D-Limonene, Acid Alcohol, formaldehyde, Glacial/Acetic Acid are generated through procedures conducted in the laboratory. It is stored in secured plastic labeled containers within the laboratory. Pickup is conducted weekly; waste is collected directly from the organizations laboratory by the contracted permitted hauler.

D. Manifest Documentation:

- At all site locations where hazardous waste, and medical waste is generated the contracted hauler at time of pickup will provide all federal, state and local required manifest documentation. Appropriate copies of the documentation are retained on file as required at each site location. Documented disposal confirmation is received from the respective contracted hauler(s) once the Hazardous Waste has been treated and disposed of.

E. Emergency Spill Cleanup and Reporting:

- In the event of a spill involving a hazardous material i.e. xylene, alcohol, formaldehyde or formalin spill not related to the contracted permitted hauler, the Clinical Director will be notified. Cleanup will be conducted per the Hazardous Spills Policy and Procedure.
- All incidents involving Hazardous Waste spills will be investigated and reported to the Safety & Emergency Management Coordinator, to the Environment of Care Committee, and to the QA/PI Committee.

This procedure will be followed at all Premier Medical Group site locations.

F. Exposure:

- At all Premier site locations, in the event of exposure, the employee(s) involved will notify their immediate supervisor and seek medical evaluation and any necessary medical treatment. An Employee Incident Report is to be completed and filed, with copies sent to the Human Resources Department.

G. Performance Standards:

1. All employees of Premier Medical Group will receive continuing training of the following components of the Hazardous Materials and Waste Management Plan.
2. Knowing the risk
3. How to protect yourself through the use of protective equipment (PPE)
4. Procedures to reduce risk
5. SDS defined as well as location
6. Storing, handling and disposal procedures

Select Trained Personnel:

1. Spill Control
2. Appropriate handling, transportation and disposal procedures
3. Procedures to minimize risk

H. Reporting and Investigating Incidents:

- a. The mechanism for reporting and investigating of incidents involving Hazardous Materials and Waste shall be:
- b. Contact the Clinical Director who will respond and ensure all necessary reports are completed, and in conjunction with the Safety & Emergency Management Coordinator, initiate an investigation per policy and procedure.

I. Annual Evaluation of Plan:

The Hazardous Materials and Waste Plan will be reviewed annually by the Environment of Care Committee for objectives, scope, performance, and effectiveness.

a. Points of Generation:

Medical Waste as defined by local, state and federal regulations is generated through medical procedures conducted in patient care areas throughout the organizations site locations. In those locations Medical Waste is placed in a container (identified by the Universal Bio-Hazard Symbol) lined with red bags. Sharps are disposed of in specific sharps container and removed from the premises as per policy.

b. Personal Protective Equipment and Training:

Personnel collecting and transporting medical waste is provided with personal protective equipment, to include disposable gloves, and is required to wear (PPE) while collecting or transporting medical waste. Staff required to collect or transport Medical Waste will be appropriately trained, with the documentation kept on file in Human Resources.

Date Plan to be reviewed: 01/16