

# Hazardous Materials Plan

## I. Purpose

The purpose of the Hazardous Materials Plan is to:

- identify and control hazardous materials in use at Student Health through environmental safeguards,
- provide education for appropriate and safe use of chemicals, and
- communicate procedures in the event of a spill or other exposure in order to contain the material and minimize risk and exposure to patients, staff, visitors and the environment.

## II. Scope of Services

1. A Safety Officer coordinates the Hazardous Materials Plan in cooperation with the University Office of Environmental Health and Safety and the Health Sciences System (HSS) Safety Committee and subcommittees.
2. A practical definition of a hazardous material, that is, any substance or mixture of substances which is toxic, corrosive, an irritant, flammable or combustible, or generates pressure through decomposition, heat or other means, if such substance or mixture of substances may cause substantial personal injury or illness during or as a result of handling or use.
3. A notebook including a list of chemicals used in the department (see attached list) and a Material Safety Data Sheet for each chemical listed is located in each nursing station, and the laboratory maintains the *Laboratory Survival Manual*. These references include criteria for handling, storing, using, and disposing of hazardous materials. If a new chemical is introduced, it is added to the list and an MSDS to the notebooks.
4. The Department maintains the standard that labels on stock containers include
  - a. chemical identity
  - b. appropriate hazard warning
  - c. name and address of the manufacturer, importer or other responsible party.
5. The Department maintains the standard that if a chemical is transferred from the original container to a secondary container, the container is labeled with the identity of the chemical and the appropriate hazard warnings unless the material is to be used or discarded during the workday by the employee who transferred the material.
6. The Department standards apply to the on-site contractor for housekeeping services, ServiceMaster, and a notebook of MSDS for cleaning products is kept on site.

Re: on-site construction projects, it is the responsibility of the Facilities Management Construction Manager to ensure that a list of chemicals used by the contractor is made

available to their own and Student Health employees. If requested, MSDS for these chemicals will also be available.

7. Training on hazardous materials is part of new employee orientation, and the Office of Environmental Health and Safety provides annual retaining. All staff is required to attend or to complete a self-administered retraining program. Records of new employee orientation and retraining are kept in employees' personnel records.

Additional training will be provided to employees when a new material is introduced into the work area. Attendance records will be maintained as above.

8. Procedures in response to a spill or exposure to a hazardous material are summarized in the Department's Emergency Conditions and Staff Response sheet. For detail, including personal protective devices and appropriate measures with potentially infectious materials, see the Exposure Control Manual maintained and updated annually by the Nursing Supervisor.
9. Medical assistance for employees is through Occupational Health or the Emergency Department (ED), depending on severity, patients or visitors are referred to the ED.
10. The report process for chemical exposures is to the direct supervisor or Safety Officer. The Worker's Compensation Department is notified when an employee is involved. The website for the procedures to be followed with worker's compensation issues is <http://www.virginia.edu/~std-hlth/manual/manufram.htm>. In all cases, an Alerting Event Form is completed and submitted to the QI Coordinator. A copy of the Event Report and Policy can be found in the on-line Student Health Administrative Policy Manual located at <http://www.virginia.edu/~std-hlth/manual/manufram.htm>.
11. The Office of Health and Environmental Safety (982-4911) can be contacted to ensure compliance with Environmental Health and Safety Regulations, for instructions, guidelines and questions regarding disposal or removal of hazardous waste.

### **III. Quality Monitors**

The effectiveness of the Hazardous Materials Plan is monitored through evaluation of semi-annual hazard surveillance surveys. The Environment of Care Committee reviews the results and recommends improvements to Leadership. Other quality monitors are reports of housekeeping/infection control rounds, semi-annual reports of waste removal, and Alerting Event Reports. The EOC reviews the Hazardous Materials Plan annually and recommends changes to Leadership.

Approved by Student Health Administration and Directors Committee

Issued: February 17, 1998

Revised: February 16, 2004, March 2003, March 13, 2002, August 2001, May 15, 2000, November 16, 1999, November 1998

Reviewed: May 6, 2004

## **Chemicals Used in Elson Student Health**

- 1. Accu-Check Comfort Curve Control Solution (lab only)**
- 2. Acetic Acid, Glacial**
- 3. Acetone**
- 4. Air freshener, Medi-aire**
- 5. Air freshener, Air Care Aerosol**
- 6. Alcohol Prep Pads**
- 7. Arikem, Air Freshner**
- 8. BAB O Powdered Cleanser**
- 9. Betadine solution and ointment**
- 10. Biorad wash reagent (methyl alcohol)**
- 11. Carbon Dioxide, Dry Ice**
- 12. C & S vials**
- 13. Calgon vestal 2% (chlorhexidine glucomate)**
- 14. Cargille Immersion Oils Types A and B**
- 15. Cell-DYN 4000 WBC Reagent, Part B 01H7801**
- 16. Cetacaine Topical Anesthetic Spray**
- 17. Clorox (Bleach)**
- 18. Dichloroacetic acid**
- 19. Dispatch, stain plastic cleaner**
- 20. Encounter Superlue (odor conteractant)**
- 21. *Endust* for electronics**
- 22. Ethyl Methyl Chloride**
- 23. Ethyl Chloroglyoxylate 98%**
- 24. Fecal specimen collection and preparation kit**
- 25. Ferric Subsulfate solution (Monsel's solution)**
- 26. Fire extinguisher ABC**
- 27. First Base Metal Cleaner and Plish**
- 28. First Base, synthetic floor sealer**
- 29. Floor finish, *Gemstar Laser***
- 30. Floor finish, high solids liquid acrylic**
- 31. Floor Finish, High Performance**
- 32. Floor finish stripper liquid alkaline**
- 33. Floor stripper, Air Strip Professional**
- 34. Formaldehyde**
- 35. Formalin**

36. F-Matic Refill Fragrance Cartridge (gel type)
37. Furniture Polish, *Behold*
38. Furniture Polish, *Regency Pro.*
39. Glass cleaner concentrate, liquid
40. Geotherm Medical AD (mercury free thermometers)
41. Glutaraldehyde
42. Hand sanitizer, Pro-Link
43. Hand sanitizer, Purell
44. Hand sanitizer Prolink
45. Hemaquik II-Wright-Giemas stain solutions
46. Hemocult Developer
47. Hydrogen Peroxide 3%
48. Icotest (laboratory only)
49. Iodine
50. Isopropyl rubbing alcohol 70%
51. KOVA TROL levels I, II, III, 87134
52. KOVA – Stain
53. Liquid Paper (white out)
54. Liquid Paper (correction liquid)
55. Lotion
56. Lugol's solution (iodine)
57. Lysol Spray
58. Mariko, Liquid Alkaline Detergent
59. Methylene Blue Stain Loeffler
60. Methanol
61. Methyl Alcohol
62. Microscope Immersion Oil
63. Monsel's Solution
64. Multistix 10 and reagent stick
65. Nail polish remover (acetone)
66. Nitrogen – liquid (dry ice)
67. Nitrous oxide
68. Odor coneractant Offense - (liquid neutral cleaner)
69. Omega – Liquid Quaternary Detergent
70. PARA PAK – MF (lab only)
71. Polish, furniture
72. Polish, furniture Regency Pro
73. Polish, First Place Metal Cleaner
74. Podophyllin Resin
75. Potassium hydroxide (KOH)

76. Precise
77. Prolink germicidal cleaner
78. Propanol, propyl alcohol
79. Quick fill – glass cleaner
80. Quik Fill 920 Detergent Disinfectant
81. Quidel mono (laboratory only)
82. QS. Strep Cards (lab only)
83. Revitalize 31, Beverage spotter
84. Revitalize 61, Miracle spotter
85. Revitalize 101 Pre-Spray/Bonnet Detg.
86. Revitalize 401 Non-Browning Treatment
87. Revitalize 501 Defomer
88. Sani-Fresh Pink Lotion Cleanser
89. Sani-Tex, Carpet Extraction Detergent
90. Shreeder Oil (Shredmaster® Shredders
91. Soap, Dial
92. Silver Nitrate applicators
93. Sodium Hypochlorite solution
94. Softcide Handwash
95. Staphene
96. Stat III TB Phenolic Detergent – TB
97. Stenisite Cleaner Concentrate
98. Strep A screening tests (lab only)
99. Sulfosalicylic Acid – 5
100. Steris Moisturizer
101. Sulfosalicylic Acid (lab only)
102. Tape Removal (adhesive)
103. Thermometers (mercury free)
104. Thin Prep solution
105. Toilet Bowl Cleaner, ABC
106. TOR HB – Liquid Disinfectant Detergent
107. Traction Melt Blended Ice Melting Compound
108. Trichloroacetic acid,
109. Tub and tile cleaner Airkem Easy Scrub
110. Vinegar (Acetic Acid 5%) - Windex
111. Vinegar (table)
112. Viratrans (lab only)
113. VioNex Antiseptic Towelette
114. Well-Prep Thinner
115. Wright Giemas Stain (lab only)

