

Policy Applies to:

All staff employed by Mercy, Credentialed Specialists, Allied Health Professionals and contractors

Related Standards:

- Health and Safety At Work Act, 2015
- Hazardous Substances and New Organisms Act, 2013
- EQUIP Criterion 3.2.1. - 3.2.4
- NZS 5433: Transport of Dangerous Goods on Land Standard, 2012
- Management of Healthcare Waste NZS 4304:2000
- Workplace Exposure Standards, 2013

Rationale:

This policy sets out Mercy standards to protect the environment and the health and safety of people and communities by preventing or managing the adverse effects of hazardous chemicals.

Definitions:

Hazardous substance

- a) Any substance with one or more of the following intrinsic properties: Explosiveness, flammability, a capacity to oxidise, corrosives, toxicity (including chronic toxicity), ecotoxicity, with or without bioaccumulation
- b) A substance that, when in contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any one or more of the properties specified in paragraph a) of this definition in the Hazardous Substances and New Organisms Act, 1996.

Exposure

This describes conditions that are likely to result in a person absorbing a substance hazardous to health by injection, inhalation or through the skin or mucous membranes.

Material Safety Data Sheet (MSDS)

A document that describes properties and use of a chemical product or formulations, identified chemical and physical properties: health hazard information, precautions for use, safe handling, first aid and disposal information

Objectives:

- To ensure minimum levels of chemical acquisition are maintained to meet the needs of users
- To ensure all hazardous substances have current MSDS sheets
- To ensure all hazardous substances are appropriately stored to minimise risk

- To provide appropriate education to those dealing with potentially hazardous substances
- To ensure, where appropriate, staff and workplace monitoring systems are in place
- To ensure staff are equipped to ensure any risks are minimised e.g. personal protective equipment (PPE), safe handling equipment
- To ensure all chemical waste is safely disposed of
- To ensure legislative compliance is met with regard to potentially hazardous substances

Implementation:

Roles and Responsibilities

Facilities Team Leader is responsible for:

- The administration and monitoring of compliance under the Hazardous Substances and New Organisms Act for Mercy Hospital, 1996
- Ensuring Mercy attains Site Location Certification under the Hazardous Substances and New Organisms Act, 1996

Housekeeping Team Leader is responsible for:

- Arranging Approved Handler Training Courses and the renewal of existing Approved Handler Certification as required
- Coordinating chemical waste collections

Head of Departments /Team Leaders /Managers are responsible for:

- Ensuring each department lists and assesses each hazardous substance, handled or stored within their area using the Hazardous Substances List (Appendix One).
- Ensuring all hazardous substances used in their service area have an electronic material safety data sheet (MSDS)
- Providing an electronic MSDS to the occupational health nurse for filing in the Mercy chemical register
- Ensuring information on hazardous substances is available and accessible to employees
- Providing safe storage facilities and equipment, including PPE, for the handling and disposal of hazardous substances
- Facilitating workplace and staff health monitoring with the occupational health nurse if required
- Ensuring all employees in contact with hazardous substances are trained in the safe use, handling, storage, disposal of these substances as part of their orientation programme

All Employees are responsible for:

- Ensuring they have read and understood any relevant information on the safe use of a substance
- Following safe work practices
- Using appropriate PPE
- Complying with health monitoring requirements, specifically for that hazard

Occupational Health Nurse is responsible for:

- Maintaining the electronic material safety data sheet register
- Providing health and workplace monitoring programmes where a risk assessment indicates this is required
- Reviewing and reporting on hazardous substance management as part of service area environmental audits
- Training Heads of Departments team leaders and managers on their responsibilities
- Providing area specific chemical education sessions in conjunction with Health and Safety and Infection Control representatives.

Labelling

All containers of substances hazardous to health used, stored or handled in the respective departments must be clearly labelled to identify contents. This includes clearly labelling containers into which a substance hazardous to health is decanted.

In the event of a container not being labelled and the contents unknown, the container must be labelled "Caution do not use" (refer to disposal instructions).

Hazardous Substances Spill

Spills and breakages must be cleaned up immediately using the appropriate procedures. Spill kits are located in the following areas:

- Medical supply store end of corridor (Lower ground)
- Hazardous Goods Store (Lower ground)
- Theatre Chemical cupboard (chemical and cytotoxic spill kit)
- McAuley (sluice room)
- DSU (sluice room)
- Mercy Cancer Care (cytotoxic spill kit)
- Manaaki plant room
- Enviro Peat- natural oil and chemical absorbent (Plant room 6)

The circumstances and handling of all spillages should be documented on an incident report form.

Monitoring

- The Head of Departments /Team Leaders /Manager of each department must ensure workplace monitoring is carried out either where assessment has deemed it necessary
- To determine the efficacy and effectiveness of measures introduced to control exposure to hazardous substances

The assessment for a particular process/ hazardous substance shall be revised when:

- The process or hazardous substance use is altered /modified
- New information on the hazards or the substance becomes available
- Monitoring indicates inadequate exposure control
- The installation of new or improved control measures becomes practicable
- There is reason to believe the last assessment is no longer valid

If the assessment indicates harm to health may result from exposure to hazardous substances, the following action is required:

- The current control measures must be reviewed
- Where there is uncertainty about the degree of exposure to hazardous substances, workplace monitoring is required

If there is uncertainty as to whether workplace monitoring is required, the Occupational Health Nurse must be contacted for assistance.

- A copy of all the results of all Workplace Exposure Monitoring must be forwarded to the Occupational Health Nurse
- Workplace Exposure Monitoring shall be carried out by a suitably qualified person(s).
- Results of all workplace exposure monitoring and health surveillance performed will be kept by the Occupational Health Nurse for at least 30 years from the date the monitoring was performed. Mercy Hospital must provide the results of Workplace Exposure monitoring to those employees with the potential for exposure to the monitored hazardous substances.

Safe Transportation

All hazardous substances must be transported in accordance with NZS 5433: Transport of Dangerous Goods on Land Standard. This ensures that the following is managed: driver education, labelling, signage, handling, loading of vehicle and incident/ accident procedures.

Disposal

- The Head of Departments /Team Leaders /Manager of each department must ensure hazardous substances are disposed of in accordance with the Mercy Waste Management policy and waste management contract.

- The Support Services Manager is responsible for ensuring contractors engaged to dispose of hazardous waste do so in an approved manner
- All substances, for disposal, must be accompanied by the appropriate Material Safety Data Sheet
- Any unknown substance for disposal must be analysed to determine contents prior to disposal. Contact the Housekeeping Team Leader for assistance.
- Waste chemical collection is arranged by the Housekeeping Team Leader team leader on an annual basis, or as required, with an accredited waste collector

Evaluation:

Will be through:

- Service area audits
- Management of Hazardous Substances Environmental audit
- Reporting of environmental and health screening monitoring records
- Incident reports
- Training records

Associated Documents

Appendices

Appendix One: Chemical Inventory Sheet

External

- Workplace Exposure Standards and Biological Exposure Indices, 2013, Worksafe
- Guidelines for the Handling of Cytotoxic Drugs and Related Substances, 1997

Internal

- Risk Management Policy
- Hazard Identification Policy
- Waste Management Policy
- Product Evaluation Policy
- Health and Environmental Monitoring Policy
- Emergency Management Policy
- Incident Policy
- Management of Hazardous Substances Audit Tool
- Mercy Hospital Information Book for Contractors,
- Bone Cement (Methyl Methacrylate) Safety Precautions (Clinical Services Work Manual)
- Radiation Policy
- Cytotoxic Safe Handling, Disposal and Storage policy