

Policy applies to All Mercy Hospital Staff.

Credentialed Specialists, Allied Health Professional and, Contractors will be supported in meeting policy requirements.

Related Standards:

- Health and Safety At Work Act, 2015
- Health and Safety at Work (Hazardous Substances) Regulations 2017EQIP 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, 2018

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 Health and Safety at Work (Hazardous Substances) Regulations 2017

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.

Safety Data Sheet (SDS)

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.

Health Monitoring

Means the monitoring of a person to identify any changes in their health status because of exposure to certain health hazards arising from conducting their role.

Exposure Monitoring

Means the measurement and evaluation of exposure to a health hazard experiences by a person and includes monitoring of conditions and biological monitoring of people at the work place

Objectives:

- To ensure appropriate levels of chemical acquisition are maintained to meet the needs of users
- To ensure a current Hazardous Substances Inventory is maintained
- To ensure all hazardous substances have current SDS 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 emergency procedure and equipment are in place
- To ensure legislative compliance is met with regard to potentially hazardous substances

Implementation:

Roles and Responsibilities

Health and safety Coordinator is responsible for:

- The administration and monitoring of compliance under the Health and Safety at Work (Hazardous Substances) Regulations 2017
- Maintain a current Hazardous Substances Inventory
- Maintaining and monitoring a current safety data sheet folder
- Providing health and workplace monitoring programmes where a risk assessment indicates this is required
- Reviewing and reporting on hazardous substance management as part of regular reporting to Board, Executive and Quality and Risk Committee.
- Training Heads of Departments team leaders and managers on their responsibilities
- Supporting and monitoring the provision of general and area specific hazardous substances education sessions in conjunction with Head of Departments and Health and Safety representatives.

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

- Ensuring any new product or substance being introduced in to the Hospital is considered by the product evaluation committee to assess its risk and appropriate controls for safe use.
 - Ensuring each department assesses it's use of each hazardous substance to ensure appropriate and safe use and storage Ensuring all hazardous substances and their volumes used in their service area are accurately reflected in the Hazardous Substances Inventory (HSI)
 - Ensuring all hazardous substances used in their service area have an accessible, current safety data sheet (SDS)
 - Providing SDS to the Health and Safety Coordinator for any new substances to be included in the Hazardous Substances Inventory
 - 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 Health and Safety Coordinator if required
- Ensuring all employees in contact with hazardous substances are appropriately trained in the safe use, handling, storage, disposal of these substances as part of their orientation and ongoing education programme.
- Arrange appropriate product specific training relating to hazardous substances for relevant workgroups and/or roles.

Facilities Team Leader is also responsible for

- Ensuring Mercy attains Location Compliance Certification under the Health and Safety at Work (Hazardous Substances) Regulations 2017
- Suppling map updates for NZFS

Housekeeping Team Leader is also responsible for:

- Coordinating chemical waste collections

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

Labelling

Wherever possible all hazardous substances should be stored in original containers with the manufacturer's original label. If it is necessary for any hazardous substance to be decanted, then that container must be clearly labelled with all relevant information as specified in the regulations.

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 and personal protective equipment (PPE). 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.

Health and Exposure Monitoring

The Head of Departments / Team Leaders / Manager of each department must ensure workplace monitoring is carried out either where a hazard assessment has identified ongoing work using substances hazardous to health that needs health monitoring and/or there is a serious risk to a person's health because of exposure to a substance.

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

- A new hazardous substance or process is introduced
- The process or hazardous substance use is altered / modified
- New information or regulation 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 potential harm to health may result from exposure to hazardous substances then health and exposure monitoring should be carried out in line with the 'Monitoring Workplace Exposure and Staff Health Policy'

If there is uncertainty as to whether workplace monitoring is required, the Health and Safety Coordinator must be contacted for assistance.

- A copy of results of all Workplace Exposure Monitoring must be forwarded to the Health and Safety Coordinator
- 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 organisation for 30 years from the date the monitoring was performed, with the exception of monitoring undertaken to detect asbestos related disease which will be kept for 40 years. .
- Mercy Hospital will 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 audit
- Reporting of environmental and health screening monitoring records
- Incident reports
- Training records

Associated Documents

External

- Workplace Exposure Standards and Biological Exposure Indices, 2018, Worksafe

Internal

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