



HSNO Hazardous Substances Management Procedure

Procedure Number
WCDHB-OSH-0013

Version Nos:
2

1. Purpose

This Procedure is performed as a means of ensuring that the West Coast District Health Board (WCDHB) will endeavour to provide an environment that minimises exposure to hazardous materials for its staff members and patients.

2. Application

This Procedure is to be followed by all WCDHB staff members.

3. Definitions

For the purposes of this Procedure:

Hazardous materials is taken to mean any substance used in the workplace that is known or suspected to cause harm to health if not managed correctly.

4. Responsibilities

For the purposes of this Procedure:

WCDHB shall:

- ensure the safety of its staff members.

Managers shall:

- ensure that staff members are aware of their responsibilities associated with this Procedure
- develop and maintain a Hazardous Materials Management Plan
- ensure staff members are adequately trained in the use of hazardous materials
- ensure staff members are provided with and use personal protective equipment
- obtain Material Safety Data Sheets for all hazardous materials purchased

Staff members shall:

- take all practicable steps to ensure their own safety at work and to ensure that they do not cause harm to others either through action or inaction;
- follow all safety requirements when using hazardous materials
- report any accidents/incidents involving hazardous materials

5. Resources Required

This Procedure requires:

- i) Material Data Safety Sheets
- ii) Service/Department/Unit Hazardous Materials Management Plan

6. Process

1.00 Introduction

- 1.01 The WCDHB has a decentralised hazardous materials management programme. Each Department/Service/Unit that uses hazardous materials is responsible for developing a management plan which outlines the processes to be followed to manage the hazardous materials and also the actions to take following an accident/incident involving a hazardous material.



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- 1.02 All staff members who use or have responsibility for hazardous materials must handle, transport, store and dispose of the material in a manner that does not harm other individuals or the environment and meets all legal requirements.
- 1.03 Each staff member who comes into contact with hazardous materials in their work is required to be familiar with the hazards associated with the material and the appropriate methods for handling, transporting, storing and disposing of the material.
- 1.04 Each staff member is expected to conduct themselves and supervise others with the greatest of care in the use of hazardous materials, and if established procedures for the use of the material do not exist, the staff member is required to seek guidance from an appropriate source before ordering, handling, transporting, or disposing of the hazardous material.
- 1.05 Any accident/incident involving hazardous materials is to be reported via the WCDHB Accident/Incident Reporting system.

2.00 Purchasing of Hazardous Materials

- 2.01 Consideration should be given to substituting less hazardous materials for those known to be hazardous at the time of ordering.
- 2.02 Only those hazardous materials which have been assessed and approved for use by the WCDHB/CHC New Products Committee are to be brought onto WCDHB Facilities.
- 2.03 Hazardous materials should only be purchased in quantities small enough to ensure that they do not have to be stored at a WCDHB facility for a long period of time.
- 2.04 Each Department/Service/Unit that uses hazardous materials is required to maintain a current and up-to-date inventory of all hazardous materials.
- 2.05 A Materials Safety Data Sheets (MSDS) is to be obtained from the manufacturer at the time the order for the hazardous material is placed. It is the responsibility of the relevant Manager to ensure that the MSDS are available for all staff members who handle to hazardous material.

3.00 Using and Storing Hazardous Materials

- 3.01 The relevant Manager must ensure that appropriate orientation, training and supervision is provided to all staff members involved with the use and storage of hazardous materials.
- 3.02 It is the responsibility of the relevant Manager to ensure that if there are any risks associated with the use and storage of the hazardous material, that these are controlled.
- 3.03 It is the responsibility of the relevant Manager to provide and maintain appropriate personal protective equipment for staff members who are to use the hazardous material.



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- 3.04 The relevant Manager must also ensure that the work area where the hazardous material is to be used is provided with fire protection and fire fighting equipment that:
- is designed and constructed for the types and quantities of hazardous materials in use or storage; and
 - are compatible with the hazardous material and are effective in controlling incidents involving the hazardous materials.
- 3.05 All staff members are required to use any personal protective equipment provided, and to follow instructions provided for the safe use and storage of the hazardous material.
- 3.06 All manufacturers labels must be left intact on the container of the hazardous material. If a label is defaced in any way staff members are to notify their Manager so that any appropriate label can be reapplied immediately.
- 3.07 No hazardous materials are to be placed into improperly labelled containers.
- 3.08 Portable containers of hazardous chemicals do not have to be labelled if they:
- contain material transferred from a labelled container; and
 - are intended for the immediate use of the staff member who has performed the transfer.
- 3.09 All hazardous material waste is to be managed in accordance with the requirements of the WCDHB Waste Management Procedure.

7. Precautions And Considerations

- ➔ Each Department/Service/Unit that uses hazardous materials is required to develop a management plan for the hazardous materials (including actions to take following an accident/incident involving a hazardous material)
- ➔ A Materials Safety Data Sheets (MSDS) is to be obtained from the manufacturer at the time the order for the hazardous material is placed.
- ➔ Staff members involved with the use and storage of hazardous materials are to receive appropriate training and supervision

8. References

Guidelines For The Provision Of Facilities And General Safety And Health In The Health Care Industry - To Meet The Requirements Of The Health And Safety In Employment Of 1992 And The Regulations 1995 - *Occupational Safety and Health Service, Department of Labour, Wellington 1997*



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9. Related Documents

WCDHB Accident/Incident Reporting Procedure
WCDHB Glutaraldehyde Management Procedure
WCDHB Mercury Management Procedure
WCDHB Personal Protective Equipment Procedure
WCDHB Waste Management Procedure

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