



Formaldehyde Decanting Procedure

Procedure Number

WCDHB-HS-011

Version Nos:

1

1. Purpose

This Procedure is performed as a means of ensure safe work practises, to protect all West Coast District Health Board (WCDHB) staff handling Formaldehyde, and to ensure requirements of the (HSNO) Hazardous Substances and New Organisms Act 1996 are met.

2. Application

This Procedure is to be followed by all WCDHB staff.

3. Definitions

For the purposes of this Procedure:

Formaldehyde (Formalin) is an identified toxic hazard, and is a known Carcinogenic agent. Formaldehyde is flammable and explosive, but only in higher concentrations, explosive concentrations may build up in improperly ventilates storage areas and fume hoods.

4. Responsibilities

For the purposes of this Procedure:

the **Nurse Manager – Perioperative Services** is required to:

- oversee all aspects of this Procedure

Staff Members are required to:

- ensure they abide by the requirements of this Procedure;

5. Resources Required

This Procedure requires:

- WCDHB Hazardous Substance Manual
- PPE
- Rigid sealable container.

6. Process

- 1.00 All WCDHB staff have a responsibility to be familiar with an identified hazard and known Carcinogenic agent before handling this product, which is to include:
 - Familisation with the resource information available in each unit.
 - Knowledge of the policies and procedures relating to the use of Formalin.
 - Knowledge and skills in the safe handling, care, and spill procedures.
 - Knowledge and skill in the safe use of respirators and PPE to be used with Formalin.
- 1.01 Decanting of Formaldehyde is to occur when it is the only option (due to size of the specimen and container.)
- 1.02 This procedure is only to occur within the OR Laboratory at Greymouth Hospital. All other areas should hold stock of the appropriate size.



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- 1.03 Procedure must be carried out in a well-ventilated area.
- 1.04 Wearing PPE, place an absorbable single use sheet onto a clear bench.
- 1.05 Place specimen into the appropriate sized container for the specimen to be filled with Formalin, ensuring that there is enough room to prevent overfilling/overflow.
- 1.06 Taking great care, carefully pour the Formalin into the new container until the specimen is covered with the Formalin solution.
- 1.07 Seal container.
- 1.08 Remove personal protective wear discard.
- 1.09 Check for correct patient details & label patient specimen as per WCDHB Labelling and Transporting Specimens Procedure.

7. Precautions And Considerations

- ➔ Decanting of Formaldehyde is to occur when it is the only option
- ➔ Procedure must be carried out in a well-ventilated area.
- ➔ Wear PPE

8. References

Formalin Safety Data Sheet

9. Related Documents

Hazard Register

Formalin Safety Data Sheet

WCDHB Formaldehyde Procedures

Revision History	Version:	1
	Developed By:	Nurse Manager – Perioperative Services
	Authorised By:	General Manager – Secondary Services
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