



Formaldehyde Handling Procedure

Procedure Number

WCDHB-HS-007

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

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
- Respirator
- Formalin sticker and Biohazard bag

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 When handling Formalin containers, staff members are to always wear PPE.
- 1.02 Staff members are not to open a container until it is required.
- 1.03 Staff members are to select the correct size container for the specimen to prevent overfilling.



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- 1.04 Staff members are to close the lid firmly after receiving the specimen, and ensure the container has a Formalin sticker placed where it can be clearly seen, and then specimen container into a Biohazard bag and seal.
- 1.05 At no time are staff to decant Formalin.

7. Precautions And Considerations

- When handling Formalin containers, staff members are to always wear PPE.
- Staff members are to select the correct size container for the specimen
- At no time are staff to decant Formalin.

8. References

Formalin Safety Data Sheet

9. Related Documents

Hazard Register

Formalin Safety Data Sheet

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