

**Pondera Medical Center  
Administrative Policy/Procedure**

**Policy Number:** 84.12.2010.OP.25

**TITLE:** Chemical Safety Policy

**AREAS AFFECTED:** All Areas

**PURPOSE:** To provide information and procedures in an effort to maintain a safe working environment for all Pondera Medical Center employees.

**PROCEDURES:**

1. **KNOW WHAT YOU ARE USING.** Do not use chemicals from unmarked bottles that do not contain properly attached labels.
2. **ALWAYS READ THE LABEL AND FOLLOW DIRECTIONS.** Use products only for the purpose for which they were intended.
3. **MEASURE ALL CHEMICALS.** If the directions read: "Use one-half (½) ounce of product to one gallon of water", measure both the product and the water correctly. Too strong a solution not only wastes supplies but may damage the surface on which it is used, and possibly cause injury.
4. **DO NOT SUBSTITUTE CHEMICALS.** Many chemical products are made for a specific use only.
5. **NEVER MIX CHEMICALS.** A chemical's usefulness can be destroyed by mixing it with other chemicals or can possibly create a poisonous gas or solution. Common household bleach, for example, turns into deadly chlorine gas when mixed with ammonia, acid bowl cleaners and other products.
6. **DO NOT SMELL CHEMICALS** as a means of identification. A deep breath of the fumes from some chemicals can and will be fatal. Carbon Tetrachloride, for example has been responsible for a number of deaths due to inhalation of the fumes.
7. **ALWAYS SECURE BOTTLE CAPS AND LIDS** before storing, putting the container down or handing it to another individual.
8. **DO NOT STORE HARSH CHEMICALS ON OVERHEAD SHELVES.** Severe burns or other injuries can occur if container falls or is tipped over.
9. **NEVER POUR WATER INTO ACID TOO QUICKLY.** The instant buildup of heat will cause an eruption and will literally explode. If acid and water must be mixed, always pour the acid into the water slowly.
10. **NEVER OVERUSE STRIPPING CHEMICALS.** Overuse of these caustic compounds can bleach or burn a floor surface. It can also loosen tiles or curl the corners, causing safety issues.
11. **MOST HAZARDOUS MATERIALS** are ordered from Purchasing as needed and disposed of accordingly.
12. **ALL HAZARDOUS MATERIALS MUST BE STORED** away from food preparation and storage.
13. **ALL HAZARDOUS WASTES/PACKAGING MUST BE DISPOSED OF PROPERLY** according to State and Federal laws, and by manufacturers' directions.
14. **ATTEND IN-SERVICES AS A NEW EMPLOYEE AND ANNUALLY** to learn safety measures to employ when working with chemicals, **SDS** forms are located on the P:Drive in the PMC All Employees folder. Be familiar with SDS forms and know how to use them.
15. Think **SAFETY** during all procedures to protect self, co-workers, visitors, residents and patients.

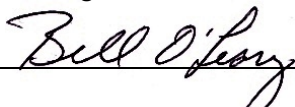
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**Effective Date:** 06/11

**Contact Person:** Risk Management, Facilities Manager

**Executive Approval:**  \_\_\_\_\_

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