Name of Policy: **Hazard Communication Program**  
Policy Number: 3364-106-21  
Department: Heart & Vascular Center  
Approving Officer: Associate Vice President, Associate Executive Director  
Responsible Agent: Administrative Director  
Scope: University of Toledo Medical Center  
Heart & Vascular Center  
Effective Date: 8/25/2010  
Initial Effective Date: 6/1993

### (A) Policy Statement

The hazards of materials used by the Heart and Vascular Center, Cardiology Clinic and Cardiovascular Research personnel shall be identified, and information concerning those hazards shall be provided to employees.

### (B) Purpose of Policy

To promote safe working conditions for employees according to hospital policy and OHSA Hazard Communication Standard guidelines by identification and communication of the hazardous properties of materials used. All divisions and work units of this department are included within this document. The written program will be available in the Heart and Vascular Center and Cardiac Clinic Policy Manuals and the Safety Manuals in the hospital and Ruppert Health Center for review by any interested employee.

### (C) Procedure

1. **CONTAINER LABELING:**

   A. Heart and Vascular Center and Cardiac Clinic supervisors will ensure that all containers received that hold hazardous materials are labeled, marked or tagged.

   1. Information needed (Pesticides, pharmaceuticals, consumer products, hazardous wastes are excluded.)
      a. identity of the chemical
      b. appropriate hazard warnings
      c. name and address of the manufacturer or other responsible party

   2. Warnings
      a. Containers of greater than 1% formalin must have the warning "Potential Cancer Hazard."
      b. All warnings must be legible, in English, and prominently displayed on the containers.

   3. Labeling information
      a. Heart and Vascular Center and Cardiac Clinic supervisors will ensure that all containers received are marked properly.
      b. Supervisors in each work division will ensure that all secondary containers are labeled appropriately.
      c. The Department Head will review the labeling system annually.
      d. All labels must be legible, in English, and prominently displayed on the containers.

2. **HAZARDOUS MATERIALS INVENTORY:**

   A. The Department Head will be responsible for:

      1. generating and maintaining a list of known hazardous chemicals present in the work area
      2. inventory in the Safety Manual for review by all employees
3. MATERIALS SAFETY DATA SHEETS (MSDS's)
   A. The Department Head will be responsible for:
      1. obtaining and maintaining the MSDS System for the department
      2. reviewing incoming MSDS's for accuracy and completeness and new and significant health and safety information.
      3. scheduling training sessions to update employees
      4. ensuring that copies for all hazardous chemicals used by employees
      5. in the department will be kept in the Safety Manual and that they will be readily accessible to all employees during each work shift while they are working.

4. EMPLOYEE TRAINING AND INFORMATION:
   A. The Hazardous Materials Office will be responsible for:
      1. training all new employees in Safety Orientation
         a. how to read/interpret MSDS's, labeling, and location of standards
   B. The Department Head will be responsible for:
      1. Ensuring that all department personnel are trained in the following:
         a. physical and health hazards associated with chemicals.
         b. location of written program, MSDS's and other reference material
         c. methods of detection in case of release.
         d. emergency procedures
         e. proper use/selection of PPE in order to avoid exposure
         f. labeling system
         g. explanation of non-routine exposures
         h. scheduling of training sessions whenever a new chemical is introduced to the area

5. NON ROUTINE TASKS
   A. Prior to beginning work on non-routine tasks that may involve hazardous chemicals, etc., the employee must receive appropriate information from their supervisor.
      1. Non-routine task information is to include:
         a. specific chemical hazards
         b. PPE/safety measures
         c. measures taken to reduce hazard ventilation, respirators, presence of another employee, establishment of emergency response procedures
      2. Non-routine tasks:
         a. Task - exposure to building renovation / (Hazardous Chemicals - companies to provide)
         b. Task - exposure to maintenance work / (Hazardous Chemicals - maintenance to provide)
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Approved by:

Laura Elliott, RN, CCRA
Administrative Director
Heart & Vascular Center

Norma Tomlinson, RN, MSN, NE-BC, FACHE
Associate Vice President,
Associate Executive Director

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Date

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Policies Superseded by This Policy: