

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0503 (SF) **Subject:** Safe Storage of Potentially Dangerous Substances
Effective Date: 04-15-96 **Last Revision:** 12-29-17
Person Responsible: Health & Safety Coordinator
Approvals/Date: Brent Baer 1-4-18 _____
Superintendent, WCBDD Date Department Director Date

The following definitions will apply:
Normal Household Product – Those substances used in typical domestic settings for the purpose of cleaning, hygiene, refurbishing, maintenance of appliances, etc., and that are available in retail establishments.
Potentially Dangerous Substance – Products which present a possibility of significant health hazard if exposed to skin, mucous membranes, respiratory or digestive systems, or if stored improperly or mixed with incompatible substances.

Each department is responsible to ensure the safe usage and storage of all potentially dangerous substances. Any incident involving an employee or consumer being improperly exposed to any potentially dangerous substances shall be documented on an Unusual Incident Report 03-ALL-ALL-0019 and routed according to that department's procedure on dealing with health and safety issues.

- EMPLOYEES**
1. Safety Data Sheets (SDS) will be available for all applicable products and easily accessible to employees within their working environment. All potentially dangerous substances shall be properly labeled and stored.
 2. Supervisors will ensure that training is completed anytime a non-routine task involving chemicals other than normal household products need to be done, prior to using the product.
 3. Normal household products require no Personal Protective Equipment. The employee may use gloves if they wish. Any employee feeling a need for additional protection shall contact his/her supervisor.
 - A. If the employee and supervisor are unable to reach an agreement or the protection they feel is needed is not available the supervisor will contact the Health & Safety Coordinator.
 4. All staff will take necessary measures to avoid direct contact with any chemicals, medications, or cleaning products. If contact does occur the affected area is to be immediately flushed or cleaned.

- INDIVIDUALS SERVED**
1. Potentially dangerous substances shall be inaccessible to those who are unable to identify and/or safety use those products.
 2. This shall be accomplished by:
 - A. All potentially dangerous substances shall be kept in locked storage area; or
 - B. All potentially dangerous substances shall be stored in inaccessible areas (i.e., on a shelf too high for students in a classroom to reach even if standing on a counter or chair); or
 - C. All **individuals served** who use the facility shall be assessed and/or trained in the identification and/or use of the potentially dangerous substances located in the facility. This assessment/training will be documented; or
 - D. Any method of storage used shall be evaluated and determined to be the safest for the **individuals served** that use that facility; or
 - E. For locked storage areas, it must be known by or apparent to all employees who have access to that area that it is to be kept locked.

Forms: 03-ALL-ALL-0019

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