

OPTIONS, INC.
INCIDENT RESPONSE PROCEDURES
TOXIC OR HAZARDOUS SUBSTANCES AND DANGEROUS ITEMS POLICY

I. Policy

To maintain a safe environment for persons receiving services by developing procedures to handle toxic or hazardous substances and dangerous items.

II. Procedure

A. Toxic and/or Hazardous Substances

1. All toxic and/or hazardous substance containers must be labeled with the name of the hazardous substance, the appropriate hazard warning, the name and address of the chemical manufacturer, importer or other responsible party.
2. Information data sheets covering toxic and/or hazardous effect properties of toxic and/or hazardous substances and other harmful physical agents to which consumers and/or staff persons may be exposed will be obtained from the manufacturer and will be available in the work area. The safety data sheets will be updated as needed and kept on file.
3. Toxic and/or hazardous materials will be stored in a secured area when not in use. These storage areas will not be accessible to consumers except when consumers are engaged in activities requiring their use and/or as required in the consumers' ISP.
4. Toxic and/or hazardous materials will be disposed of as directed by the Minnesota Department of Health or the guidelines provided by the county of residence and handled as per guidelines provided by Occupational Safety and Hazard Association.

B. Dangerous Items

1. Sharps
 - a. All needles, lancets, moonsets or other medical equipment used to pierce or cut the skin must be disposed of in a container that is:
 - 1) Closable, puncture resistant, leak proof on sides and bottom, labeled or color coded.
 - 2) Stored in a locked cabinet if there is risk that a consumer may tamper with the container
 - 3) Maintained upright at all times
 - 4) Replaced routinely and not allowed to overflow.
2. Other dangerous items
 - a. All other dangerous items, sharp knives, scissors, etc. will be stored safely when not in use and will be accessible to consumers as needed to engage in activities requiring their use and/or as required in the consumers' ISP.

Authorized by: _____
Executive Director Date

Authorized by: _____
Health Care Coordinator Date