

Charleston/Dorchester Community Mental Health Center

**CHEMICAL HAZARD COMMUNICATION POLICY**

In conjunction with SCDMH Directive No. 726-89 entitled Chemical Hazard Communication Program

**Objective:**

To ensure continued safety of employees, consumers and visitors who may be affected by hazardous material in the work place.

Program Director or designee is responsible for continued OSHA compliance at each service area. The Center's Safety and Health Committee is available for answering health and safety related questions.

On-Line Training regarding the importance of Material Safety Data Sheets, chemical and potentially hazardous materials, materials storage and handling will be provided to all new staff and annually thereafter.

A Material Safety Sheet (MSDS) manual is kept in a centrally located, readily accessible place at all service areas. The Chemical Hazard Communication Program is also contained in this manual. Notices of Material Safety Data Sheet Manual (MSDS) location will be posted in a prominent place or on centrally located bulletin boards.

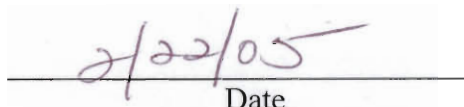
All chemical or potentially hazardous materials delivered to any service area must have a corresponding material safety data sheet on file or must accompany the delivery of the chemical or potentially hazardous material. All chemicals or potentially hazardous materials will be stored in original containers with original labels only. Chemicals or potentially hazardous materials will not be placed in any other containers nor have hand written labels. Chemicals or potentially hazardous materials stock supplies will be stored in a secured area.

Exposure can occur by breathing fumes, spilling on skin, splashing on skin or in eyes or by swallowing the substance. In the event of exposure to hazardous chemicals:

1. Initiate First Aid Procedures per MSDS
2. Notify Emergency Medical Services at 911
3. Poison Information Center – 1-800-222-1222
4. Notify immediate Supervisor/person in charge
5. Provide copy of MSDS to Emergency Medical Service personnel
6. Complete an Adverse Incident Report
7. Complete Report of Injury Form (P-16) and fax to Healthworks @ 803-296-2990
8. Contact Healthworks @ 1-800-560-9675 after faxing Report of Injury Form (P-16)



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Executive Director



Date  
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