

	<b>INODAYA Hospitals - Kakinada</b>		Documentation code: INH/FMS.Doc.No:05
	<b>FMS.03e. HAZARDOUS MATERIALS ARE IDENTIFIED AND USED SAFELY WITHIN THE ORGANISATION</b>		Prepared date:11/11/2025
	Reference: FMS.03.e.NABH Standards – 6 <sup>th</sup> Edition		Issue Date:11/11/2025
	Issue no: 01	Review No: 0	Review date: 11/11/2026

**FMS.03e. HAZARDOUS MATERIALS ARE IDENTIFIED AND USED SAFELY**

**1. Policy Statement**

Inodaya Hospital is committed to ensuring the safety of patients, staff, visitors, and the environment by identifying, managing, handling, storing, using, and disposing of all hazardous materials in a safe and compliant manner. All hazardous materials used within the hospital must be identified, documented, and handled according to established procedures that minimize risk of harm.

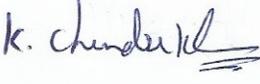
**2. Purpose**

This policy ensures that:

- a. Hazardous materials are properly identified and documented.
- b. Risks associated with hazardous chemicals, infectious materials, medical gases, and other hazardous substances are assessed and controlled.
- c. Procedures for safe handling, storage, use, transport, spill response, and disposal are established.
- d. Staff are trained and competent in managing hazardous materials safely.

**3. Scope**

Applies to all departments, units, and staff at Inodaya Hospital who may be exposed to, handle, or manage hazardous materials in clinical, laboratory, maintenance, or support areas. This includes vendors and contract workers where applicable.

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#### 4. Definitions

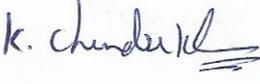
**Hazardous Material:** Any chemical, biological, radiological, or physical substance that poses a risk to health, safety, or environment if not managed properly. This includes but is not limited to disinfectants, solvents, laboratory reagents, gases, chemotherapy agents, and corrosive materials.

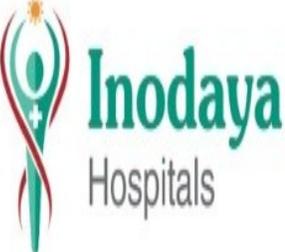
**Safety Data Sheet (SDS):** A document that provides detailed information on the hazards of a chemical, safe handling procedures, protective measures, and emergency response.

#### 5. Objectives:

- To ensure staff are equipped to ensure any risks are minimised e.g.
  - personal protective equipment (PPE), safe handling equipment
- To ensure legislative compliance is met with regard to potentially hazardous substances
- To ensure all hazardous substances are appropriately stored to minimise risk
- To provide appropriate education to those dealing with potentially **hazardous substances**
- To ensure minimal appropriate levels of chemical acquisition are maintained to meet the needs of users
- To ensure emergency procedure and equipment are in place
- To ensure a current Hazardous Substances Inventory is maintained
- To ensure all hazardous substances have current SDS sheets
- To ensure, where appropriate, staff and workplace monitoring systems are in place
- To ensure all chemical waste is safely disposed of.

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## 6.0 Roles and Responsibilities

### 6.1 Health and safety Coordinator is responsible for:

- **The administration and monitoring of compliance under the Health and Safety at Work (Hazardous Substances) Regulations 2017**
- **Maintain a current Hazardous Substances Inventory**
- **Maintaining and monitoring a current safety data sheet folder**
- **Providing health and workplace monitoring programmes where a risk assessment indicates this is required**
- **Reviewing and reporting on hazardous substance management as part of regular reporting to Chief Executive operations and Quality and Risk Committee**
- **Training Heads of Departments team leaders and managers on their responsibilities**
- **Supporting and monitoring the provision of general and area specific hazardous substances education sessions in conjunction with Head of Departments and Health and Safety representatives.**

### 6.2 Head of Departments //Managers are responsible for:

- **Ensuring any new product or substance being introduced in to the Hospital is considered by the product evaluation committee to assess its risk and appropriate controls for safe use**
- **Working with the Health and safety Coordinator, ensuring each department assesses it's use of hazardous substances to ensure appropriate and safe use and storage**

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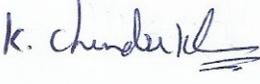
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- **Ensuring all hazardous substances and their volumes used in their service area are accurately reflected in the Hazardous Substances Inventory (HSI)**
- **Ensuring all hazardous substances used in their service area have an accessible, current Material safety data sheet (MSDS)**
- Providing SDS to the Health and Safety Coordinator for any new substances to be included in the Hazardous Substances Inventory
- Ensuring information on hazardous substances is available and accessible to employees
- Providing safe storage facilities and equipment, including PPE, for the handling and disposal of hazardous substances
- Facilitating workplace and staff health monitoring with the Health and Safety Coordinator if required
- Ensuring all employees in contact with hazardous substances are appropriately trained in the safe use, handling, storage, disposal of these substances as part of their orientation and ongoing education programme
- Arrange appropriate product specific training relating to hazardous substances for relevant workgroups and/or roles.

## **7.0 Health and Exposure Monitoring**

The Head of Departments // Manager of each department must coordinate with the Health and Safety Coordinator to ensure workplace monitoring is required. This would follow the processes set out in the 'Monitoring Workplace exposure and staff health Policy' carried.

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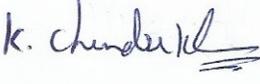
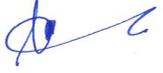
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**The assessment for a particular process/ hazardous substance shall be revised when:**

- A new hazardous substance or process is introduced
- The process or hazardous substance use is altered /modified
- New information or regulation on the hazards or the substance becomes available
- Monitoring indicates inadequate exposure control
- The installation of new or improved control measures becomes practicable
- There is reason to believe the last assessment is no longer valid
- If the assessment indicates potential harm to health may result from exposure to hazardous substances then the Health and Safety Coordinator is responsible for identifying the appropriate Occupational Health referral pathway and to work with Managers who are responsible for budgeting for the costs for health and environmental monitoring and ensuring it is undertaken as agreed.
- A copy of results of all Workplace Exposure Monitoring must be forwarded to the Health and Safety Coordinator
- Workplace Exposure Monitoring shall be carried out by a suitably qualified person(s).

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- Results of all workplace exposure monitoring and health surveillance performed will be kept by the organisation for 10 years from the date the monitoring was performed, with the exception of monitoring undertaken to detect asbestos related disease which will be kept for 10 years.
- **Inodaya Hospital** will provide the results of Workplace Exposure monitoring to those employees with the potential for exposure to the monitored hazardous substances. A copy of these results will be maintained on their personal file as well as a copy being supplied to them.

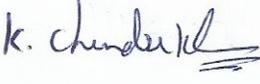
## 8.0 Safe Transportation

- All hazardous substances must be transported in accordance with Transport Dept.
- Dangerous Goods on Land Standard. This ensures that the following is managed: driver
- education, labelling, signage, handling, loading of vehicle and incident/ accident procedures.

## 9.0 Disposal

- The disposal of any hazardous substance should be planned with the Health and Safety Coordinator and must be in line with information set out in the appropriate Material Safety Data Sheet
- The Head of Departments // Manager of each department must work with the Health and Safety Coordinator to ensure hazardous substances are disposed of in accordance with any

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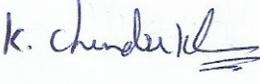
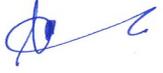
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agreed process and in line with the Waste Management policy and waste management contract

- The Support Services Manager is responsible for ensuring contractors engaged to dispose of hazardous waste do so in an approved manner
- Any unknown substance for disposal must be analysed to determine contents prior to disposal. Contact the Health and Safety Coordinator for assistance
- Waste chemical collection is arranged by the Front of House tam leader in consultation with the Health and Safety Coordinator team leader on an annual basis, or as required, with an accredited waste collector.

**LIST OF HAZARDOUS MATERIAL:**

1. Bacillocid
2. Bacillol spray
3. Hypochlorite solution
4. Cidex Opa
5. Cidex solution
6. Betadine
7. Betadine scrub
8. Savlon
9. Hand rub
10. Hand wash
11. 3m Rapid enzymatic solution

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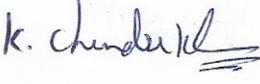
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12. Ethaline oxide
13. Hydrogen peroxide
14. Co2
15. Nitrous oxide
16. Oxygen
17. R2
18. TBC
19. MPC
20. GCC
21. D7
22. Phenoil
23. Choropyphos20 %
24. Betacyflthrin
25. Diesel
26. Ingine oil
27. Thinner

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