

Policy 8.18

POLICY TITLE:	HANDLING, STORING, & DISPOSING OF HAZARDOUS & OTHER MATERIALS	POLICY # 8.18	
Topic Area:	HUMAN RESOURCES	Page 1 of 2	REVIEW DATES
Applies to:	Lakeshore Regional Entity (LRE) Staff	ISSUED BY: Chief Executive Officer	
Developed and Maintained by:	LRE COO and Human Resources Coordinator	APPROVED BY: Board of Directors	
Supersedes:	N/A	Effective Date: 3/21/2017	Revised Date:

I. POLICY

Lakeshore Regional Entity will handle, store, and dispose of hazardous materials in a manner that conforms to instructions provided on the Safety Data Sheet (SDS). Safety and health are a shared responsibility. As employees of the LRE, we commit to doing our part as a team player.

II. PURPOSE

Provide a procedure that demonstrates our commitment to be environmentally responsible and provide a safe work place. Learn to recognize the hidden as well as the obvious hazards and report them or correct them immediately.

III. REQUIRED BY

Occupational Safety and Health Act of 1970
 Michigan Occupational Safety and Health Administration

IV. APPLICABILITY AND RESPONSIBILITY: All Lakeshore Regional Entity employees, and if applicable volunteers, interns and students of LRE.

V. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

VI. DEFINITIONS

Hazardous materials: All items included in the SDS book including all biohazardous substances, industrial strength cleaning supplies, oil-based paints, fluorescent light bulbs, copier toner, and computer monitors.

VII. RELATING DOCUMENTS

- A. Understanding the SDS
- B. Glossary of Terms Used on an SDS
- C. Abbreviations Commonly Found on an SDS

D. Hazard Communication Standard Pictograms and Hazards