

## IREDELL HEALTH SYSTEM

<b>Hazard Communication Program – Pharmacy Department</b>	
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Risk Management/Safety Committee P&T Committee	Date: 02/2020 Date: 04/2020

**Purpose:**

To ensure employee safety during all phases of handling hazardous drugs and chemicals. All hazardous drugs and chemicals used by Iredell Health System Pharmacy are identified and evaluated, and employees with potential exposure to them are provided information and training about these drugs and chemicals and the risks of handling them.

**Policy:**

The IHS Pharmacy will comply with the Occupational Safety and Health Administration’s (OSHA) Hazard Communication Standard, including requirements for labeling and other warnings, Safety Data Sheets (SDS), employee information and training, and listing of hazardous drugs and chemicals with potential for employee exposure within the workplace.

The IHS Pharmacy will inform employees of the requirements of the OSHA Standard, the operations in which exposure to hazardous drugs and chemicals may occur, and the contents of the Hazard Communication Program and how it may be accessed. Employees will be trained in the hazardous properties of drugs and chemicals with which they work; methods for detecting the presence or release of hazardous drugs or chemicals; measures to take to protect themselves from these drugs and chemicals; steps to follow in the event of exposure; and how to access, understand and use information on labels and Safety Data Sheets.

The Pharmacy’s Hazard Communication Program applies to all pharmacy work areas that involve potential exposure to hazardous drugs and chemicals under normal conditions of use or in a foreseeable emergency.

The Director of Pharmacy is responsible for ensuring that all of the elements of the Hazard Communication Program are carried out within the pharmacy, including reviewing and updating the plan as necessary.

**Identifying Hazardous Drugs and Chemicals**

Lists are maintained in the online policy system that identify hazardous drugs and chemicals with a potential for employee exposure in pharmacy work areas. The lists are compiled and maintained by the Hazardous Drug Designated Person (HDDP).

- The list of hazardous chemicals is updated within 30 days of receipt of any new hazardous chemical and is reviewed by the HDDP every 12 months. See *Chemical Hazards and Waste Management Plan*.
- The list of hazardous drugs and dosage forms is reviewed by the HDDP every 12 months. New agents and dosage forms are added to this list when obtained. See *Iredell Health System Hazardous Drug List*.

### **Container Labeling**

The labeling system used by the pharmacy follows the requirements of the OSHA Hazard Communication Standard to convey information about the hazards posed by the drug or chemical.

See the *Labeling, Packaging, Dispensing and Transporting Hazardous Drugs* policy for procedures for specified labeling requirements.

The HDDP will ensure that all pharmacy containers are labeled in accordance with OSHA requirements and that all secondary containers are labeled with the original supplier's label or with an alternative workplace label that includes OSHA's required elements. The HDDP will review labeling procedures every 12 months and update label information as necessary.

Exemption: Labels are not required for portable containers into which the hazardous drugs or chemicals are transferred from a labeled container, and which are for the immediate use by the employee performing the transfer. However, the container will be marked with its contents.

### **Safety Data Sheets (SDS)**

OSHA's Standard requires that manufacturers and distributors provide safety data sheets for all hazardous drugs and chemicals to inform workers of the hazards, protective measures, and actions to take if exposed to these products. These must be provided at the time of the first shipment and when an SDS is updated with new and significant information.

Any new hazardous material brought into the pharmacy must be accompanied by its SDS to be uploaded by the Nursing Administrative Assistant to the online system. If an SDS is not received automatically with the first shipment, the Pharmacy Technician Supervisor must request one as soon as possible, or ask that the Nursing Administrative Assistant make this request.

IHS will ensure that SDS's are accessible to employees in work areas where hazardous drugs and chemicals are used and that they are readily available on all work shifts. SDS information may be obtained from the following sources:

1. Online access on the IHS Intranet through the SDS link. See *Obtaining SDS Information* policy in the online system.
2. Telephone access at 1-888-362-7416. This phone service is available 24 hours a day, 7 days a week, and will fax the SDS directly.

Exemption: Final forms of FDA-approved drugs in solid final form (e.g. tablets, capsules) for direct administration to patients are exempt from the SDS requirement.

The Administrative Assistant of Nursing is responsible for managing and updating the SDS program. The HDDP is responsible for reviewing the SDS's received for safety and health implications for pharmacy employees and for initiating any necessary changes in pharmacy practices.

### **Employee Information and Training**

The HDDP is responsible for pharmacy employee information and training.

Every pharmacy employee with potential exposure to hazardous drugs or chemicals will receive initial training on the Hazard Communication Standard and the pharmacy communication program at the time of their initial assignment.

The training program for employees covers the following:

- An overview of the requirements of OSHA's Hazard Communication Standard
- The contents of the Pharmacy's Hazard Communication Plan and how it may be accessed
- Hazardous drugs and chemicals present in pharmacy work areas and how to access the list of these drugs and chemicals
- Physical and health hazards of these drugs and chemicals
- The location of hazardous drugs and chemicals in pharmacy work areas, and operations where exposure to hazardous drugs and chemicals may occur
- A description and explanation of labels and SDS's and how to obtain, understand, and use the information they contain
- Methods for detecting the presence or release of hazardous drugs and chemicals in work areas
- Measures employees can take to prevent or lessen exposure to hazardous drugs and chemicals, such as personal protective equipment (PPE), appropriate work practices, and emergency procedures to follow if exposure occurs.
- How to manage and report spills and exposures.

Prior to the introduction of a new chemical or drug hazard, each employee in the affected area will be given information and training as outlined above for the new hazard.

Prior to starting work on *non-routine* tasks with potential for exposure to hazardous drugs and chemicals, each affected employee will be given information by the HDDP about the hazardous drugs and chemicals involved, including specific hazards, protective and safety measures, and steps to take in the event of exposure. The HDDP will evaluate the hazards of these tasks and provide appropriate controls such as PPE and additional training as required. The HDDP will document in writing the date, content, and recipients of non-routine task training.

It is the responsibility of employee to inform their supervisor if they have medical reasons to avoid exposure to hazardous drugs, such as trying to conceive, when they become pregnant, or when lactating. Upon notification that an employee has a medical reason to avoid exposure to hazardous drugs, pharmacy leadership will provide the option of alternative duties, if available.

All pharmacy department employees must participate in annual training and review of the NIOSH list and SDS's pertaining to hazardous drugs. Proficiency in following proper procedures must be demonstrated. Annual training will be observed and documented by the HDDP.

Didactic training will be accomplished through the IHS online education system. See *Hazardous Drug Training* policy.

Employees will document in writing/electronic signature that they have received and understood information and training about the risk of exposure to hazardous drugs and chemicals as appropriate to their work area.

All training documentation will be maintained in each employee's personnel file.

INITIAL EFFECTIVE DATE: 09/2010  
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