

Hazardous Drug Control Program

Facility Name: _____

This facility is committed to providing a safe and healthful work environment for our entire staff. This is our program to eliminate or minimize occupational exposure to hazardous drugs. This hazardous drug control program (HDCP) is a key document to assist our facility in implementing and ensuring compliance with the standard, thereby protecting our employees.

This HDCP includes:

- Program Administration.
- Determination of employee exposure.
- Implementation of various methods of exposure control, including:
 - Universal precautions.
 - Engineering and work practice controls.
 - Personal protective equipment.
 - Housekeeping.
 - Training and communication of hazards to employees.
- Recordkeeping.
- The methods of implementation of these elements of the standard are discussed in the subsequent pages of this HDCP.
- Policies.

Program Responsibilities

HDCP Administrator: _____

The HDCP Administrator responsible for:

- HDCP implementation.
- HDCP maintenance, review and updates (annually and whenever necessary to include new or modified tasks and procedures).
- Ensuring all necessary personal protective equipment (PPE such as gloves, gowns, etc.) is provided and available in the appropriate sizes.
- Ensuring all necessary engineering controls (e.g. closed system transfer device or controlled area) are properly maintained and used.
- Ensuring that employee HDCP training, (initial and whenever necessary to include new or modified tasks and procedures), is delivered and documented.

Those employees who are determined to have potential for occupational exposure to hazardous drugs must comply with the procedures and work practices outlined in this HDCP.

Methods of Implementation for the HDCP

Hazardous Drug Control Program - Training

Employees covered by the hazardous drug standard receive an explanation of this during their initial training session. It will also be reviewed in regularly scheduled training. All employees have an opportunity to review this program at any time during their work shifts by contacting:

Name of Responsible Employee: _____

Engineering Controls

Engineering controls will be used to prevent or minimize exposure to hazardous drugs. The specific engineering controls used are listed below:

(E.g., Closed system transfer devices, safer sharps devices, enclosed crushing or cutting implements, ventilated cabinets):

This facility identifies the need for changes in engineering controls through:

(E.g., employee interviews, committee activities, etc.)

We evaluate new procedures or new products regularly by:

(Describe the process, literature reviewed, supplier info, products considered)

The following employee will ensure effective implementation of these recommendations:

Name of responsible employee: _____

Work Practices

Work practice controls will be used to prevent or minimize exposure to hazardous drugs. The specific work practice controls used are listed below.

(Examples of work practices: Drug administration techniques, procedures for removing the PPE, cleaning contaminated surfaces)

This facility identifies the need for changes in work practices through:

(E.g., employee interviews, committee activities, etc.)

We evaluate new procedures or new products regularly by:

(Describe the process, literature reviewed, supplier info, products considered)

The employee or department named below will ensure effective implementation of these recommendations:

Name of responsible person or department: _____

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the proper use of PPE that will be utilized for the tasks or procedures employees will perform is provided by the following staff member or department:

The types of PPE available to employees are as follows:

(E.g., gloves, gowns, and safety eyewear)

Specify how employees are to obtain PPE, and who is responsible for ensuring that it is available.

PPE is located in the following locations:

PPE may be obtained through the following employee:

Name of employee responsible for disbursing PPE: _____

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling. The procedure for handling sharps disposal containers is: (state specific procedure):

The procedure for handling other regulated waste is:

Contaminated sharps are discarded immediately, or as soon as possible in containers which are closable, puncture-resistant, leak-proof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available at the locations below (must be easily accessible and as close as feasible to the immediate area where sharps are used):

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware which may be contaminated is picked up using mechanical means, such as a brush and dustpan and disposed of in a sharps container.

Animal Care Areas require control measures to include:

- A secure area that identifies restricted access to authorized personnel.
- Secure storage of waste materials.
- System to keep safety and health information accessible to employees.

Employee Training

All employees who have occupational exposure to hazardous drugs receive training conducted by:

Name of responsible employee: _____

All personnel involved in any aspect of the handling of hazardous drugs (*shipment-receiving personnel, pharmacists, housekeepers, medical personnel, vets and assistants, or employees involved in the transport or storage of drugs*) must receive information and training to apprise them of the hazards of the hazardous drugs present in the work area. The information and training should include:

- Information on any operation/procedure in their work area where drugs that present a hazard are present (*e.g., pharmacy or another area of a clinic where drugs are crushed*):

- Methods used to detect the presence or release of a hazardous drug in the work area (*such as monitoring conducted, continuous monitoring devices, visual appearance or odor*):

- Physical and health hazards of the hazardous drugs, including carcinogenic, and reproductive hazard potential:

- Measures employees can take to protect themselves from these hazards (*i.e., employee policies*):

This information should be provided:

- At the time of an employee's initial assignment to a work area where hazardous drugs are present.
- Prior to assignments involving new hazards.
- When there is a new drug or change in procedures, or equipment.

Recordkeeping

Instructions: This section will allow you to record or track activities of your choice. The following is an example of tracking training:

Training records will be maintained for 3 years.

Records must include:

- *Dates of training.*
- *Brief summary of training content.*
- *Name(s) of the person conducting the training.*
- *Names and job titles of individuals attending the training.*

Physical Layout

Instructions: This should contain a written description of the area where employees may come into contact with hazardous drugs (*e.g., examples include, but are not limited to: Receiving, Storage, Transportation, Drug Preparation and Administration, Cleaning and Disposal, and Spill and Emergency Response.*)

Receiving and Storage:

Drug Preparation/Administration:

Cleaning and Disposal:

Policies and Standard Operating Procedures(SOPs)

Polices and Standard Operating Procedures (SOPs) provide detailed, written instructions to achieve uniformity of a specific function. SOPs should be used in training and insisting that they be followed keeps employees safe.

You will need to develop and maintain polices for the following areas that pertain to your specific workplace. The following is a list of things you should consider when developing your policies:

- Engineering controls (equipment use and maintenance) if required.
- Personal protective equipment (e.g. gloves, mask, safety eyewear).
- Safe handling practices (receiving and storage, labeling, preparing, administering, and disposing of hazardous drugs).
- Safety for maintenance work.
- Cleaning, housekeeping, and waste handling.
- Spill control.
- Personnel issues (such as exposure of pregnant workers).
- Training.

Engineering Controls

Provide guidance to your employees concerning what engineering controls you have put into place. Include in your policy how you clean and maintain this equipment, as well as how you use it.

Types of engineering controls to consider:

- Closed system transfer devices.
- Safer sharps devices.
- Safety interlocks.
- Self-contained pill crushing and splitting devices.
- Ventilated cabinets.

Personal Protective Equipment (PPE).

Provide guidance to your employees concerning what PPE is required, how it is accessed, and disposal or maintenance methods.

Types of PPE to consider:

- Types of PPE such as chemical or waterproof.
- Gloves (list types)
- Gowns.
- Eye Protection (safety glasses or safety goggles if there is a splash potential).
- Respirators:
 - Use N95 or equivalent respiratory protection during spill clean-up and whenever there is a significant risk of inhalation exposure to hazardous drug particulates.
 - Use an appropriate chemical cartridge-type respirator for events such as large spills of volatile hazardous drugs (e.g., when an intravenous (IV) bag breaks or a line disconnects).
- Putting on/taking off PPE.
- PPE Storage.

Safe Handling

Provide guidance to your employees concerning practices that provide the safest handling of hazardous drugs.

Areas to consider:

- Receiving and storage.
- Preparation, Administration and Transporting.
- Waste handling.
- Personal hygiene (such as washing hands, and not eating in work area).

Cleaning and Decontamination

Provide guidance to your employees concerning practices cleaning and decontaminating areas and equipment where hazardous drugs are present.

Areas to consider:

- When and how to clean areas and equipment.
- What types of chemicals or equipment is used for cleaning.
- Required PPE.

Spill Control Policy

Provide guidance to your employees concerning spill control.

Areas to consider when writing your policy:

- Who will respond to the spill?
- How the spill will be cleaned?
- Where is the spill kit located?
- PPE required?
- Location of spill kits?
- Waste disposal?
- How you report and evaluate spills?

Personnel Issues

When developing this policy, you should consider reproductive concerns and any other personnel issues you would like or need to address concerning the handling of hazardous drugs.

Training Policies

Train workers to recognize and understand the risks of working with hazardous drugs, or in an environment where these drugs are present.

It is essential that workers understand the carcinogenic potential and reproductive hazards of these drugs.

Temporary or contract employees should be informed of the facilities hazardous drug policies and of the expectation that they will comply with these policies.

In compliance with the *Hazard Communication Standard*, all personnel involved in any aspect of the handling of hazardous drugs must receive information and training to apprise them of the hazards of hazardous drugs present in the work area.

Such information must be provided at the time of an employee's initial assignment to a work area where hazardous drugs are present and prior to assignments involving new hazards, and then on a regularly scheduled basis thereafter.

Employee training must include at least the following elements regarding the requirements of the *Hazard Communication Standard*, with particular attention to:

- Any operation/procedure in the work area where drugs that present a hazard are found.
- The location and availability of the written hazard communication program including HD inventory and associated Safety Data Sheets.
- The location and availability of any other plan regarding hazardous drugs.
- Methods and observations that may be used to detect the presence or release of a hazardous drug in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of covered hazardous drugs being released, etc.).
- The physical and health hazards of the hazardous drugs found in the work area.
- The measures employees can take to protect themselves from these hazards. This includes specific procedures that the employer has implemented to protect employees from exposure to such drugs, such as their identification, appropriate work practices and controls, emergency procedures, locations and proper use of spill kits, cleaning and decontamination, and proper waste handling and disposal of contaminated materials.
- Personal protective equipment use/care and the details of the Hazard Communication Program developed by the employer, including an explanation of the labeling system and SDS.