



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Infection Prevention and Control Department		
<b>Document:</b>	Multidisciplinary Policy and Procedure (MPP)		
<b>Title:</b>	Material Safety and Data Sheet (MSDS)		
<b>Applies To:</b>	Nurses and Technician		
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## 1. PURPOSE:

- 1.1 To establish guidelines for the safe handling, use, and disposal of hazardous materials, minimizing the risk of infection and contamination.
- 1.2 To provide information concerning physical and health hazards associated with these chemicals/solutions to employees who may come in contact with the chemicals on the job; and to protect employees against uncontrolled exposure to these chemicals.

## 2. DEFINITONS:

- 2.1 MSDS - Material Safety and Data Sheets: A document by the supplier or manufacturer of a chemical product that contains information on the product's potential hazards (health, fire, reactivity, and environmental) and how to work safely with it. It also contains information on the use, storage, handling, and emergency procedures.
- 2.2 Antiseptics - are chemicals that kill microorganisms on living skin or mucous membranes.
- 2.3 Disinfectants - are chemical substances which inhibit the growth or kill microorganism on inanimate objects such as instruments.

## 3. POLICY:

- 3.1 To draw the attention of staff about the hazards and risks associated with handling and usage of Antiseptics/Disinfectants.
- 3.2 Disinfectants use is supervised by the infection prevention and control team.
  - 3.2.1 The purchase of equipment and supplies used for sterilization and disinfection is reviewed by the infection prevention and control team.
  - 3.2.2 Antiseptics and disinfectants are used in accordance with current scientific guidelines and recommended practice (e.g., approved by recognized professional organizations such as the Food and Drug Administration and Environmental Protection Agency).
- 3.3 Antiseptics, disinfectants, and detergent/disinfectant are used in accordance with current scientific national guidelines and recommended practices.
- 3.4 Infection control team is involved in the evaluation and purchase of antiseptics and disinfectant supplies.
- 3.5 This policy applies to all employees, contractors, and visitors who handle or may be exposed to hazardous materials.

## 4. PROCEDURE:

- 4.1 Employees' "Right-to-Know"
  - 4.1.1 All employees have the right to know information concerning the hazardous properties of all chemicals that they may be exposed to during the performance of their job duties. In order to make this information available to each employee who may be potentially exposed to one

- of these solutions, each department must maintain a list of all the Antiseptics/Disinfectants used in the area.
- 4.2 Use of Antiseptics/Disinfectants: Antiseptics/Disinfectants Solutions shall not be used until the following requirements are met:
    - 4.2.1 A material safety data sheet (MSDS) is obtained for each disinfectants.
    - 4.2.2 All affected staff are properly trained in the use of antiseptics/disinfectants
    - 4.2.3 Proper personal protective equipment (PPE) has been selected and issued to the affected staff.
  - 4.3 Labeling : Upon the arrival of each antiseptics/disinfectants, the staff shall check the containers to ensure that all labels meet the requirements needed. All labels shall include the following basic information:
    - 4.3.1 Identity of the Solution
    - 4.3.2 Appropriate hazard warning
    - 4.3.3 Name and address of the manufacturer
  - 4.4 Training : All staff shall receive the following training prior to handling any disinfectants/antiseptics:
    - 4.4.1 Observations that may be used to detect the presence or release of a hazardous chemical in the workplace.
    - 4.4.2 The physical and health hazards of all chemicals found in the work area.
    - 4.4.3 Appropriate work practices, emergency procedures and personal protective equipment to be followed or used to protect oneself from the hazards associated with the solutions in the area.
    - 4.4.4 The details of the hazard communication program, including an explanation of material safety data sheets, (MSDSs), location, format and how to read and gather information from an MSDS.
    - 4.4.5 Provide training on:
      - 4.4.5.1 Understanding SDS symbols and terminology.
      - 4.4.5.2 Proper handling and storage of hazardous materials.
      - 4.4.5.3 Emergency procedures and first aid.
  - 4.5 Monitoring and Enforcement  
The IPCD Committee shall be responsible for acquiring MSDS for all chemicals/solutions listed for the entire hospital. The said committee shall be responsible for the implementation and enforcement of this policy.
  - 4.6 Maintain an updated library of SDS for all hazardous materials. Ensure SDS are easily accessible in both physical and digital formats.
  - 4.7 Access to Safety Data Sheets
    - 4.7.1 Maintain an updated library of SDS for all hazardous materials. Ensure SDS are easily accessible in both physical and digital formats.
  - 4.8 Infection Control Practices
    - 4.8.1 Personal Protective Equipment (PPE): Mandatory use of gloves, masks, and other PPE as indicated in the SDS.
      - 4.8.1.1 Hygiene Practices:
        - 4.8.1.2 Regular handwashing and use of hand sanitizers.
        - 4.8.1.3 Avoidance of touching face during material handling.
        - 4.8.1.4 Cleaning Protocols:
          - 4.8.1.5 Regular disinfection of workspaces and equipment.
          - 4.8.1.6 Proper disposal of contaminated materials.
  - 4.9 Emergency Procedures: Outline steps to take in case of exposure, including:
    - 4.9.1 First aid measures
    - 4.9.2 Notification of emergency services if needed.
    - 4.9.3 Reporting to supervisors.
  - 4.10 Review and Evaluation
    - 4.10.1 Regularly review and update the policy based on new materials or changes in regulations.
    - 4.10.2 Conduct annual evaluations of training effectiveness and compliance.

## **5. MATERIALS AND EQUIPMENT:**

### **5.1 Forms and Records:**

5.1.1

### **5.2 Materials and Equipment**

5.2.1 MSDS of Antiseptics/Disinfectants

## **6. RESPONSIBILITIES:**

6.1 IPCD Committee must ensure that all staff are aware that, in accordance with the manufacturers instructions,

6.1.1 Management: Ensure access to SDS, training, and resources.

6.1.2 Employees: Follow safety procedures and report incidents.

6.1.3 Safety Officer: Maintain SDS records and oversee training.

6.1.4 This infection control policy ensures a comprehensive approach to safety when handling hazardous materials as outlined in SDS, promoting a safe work environment for all. Regular reviews and updates are essential to maintain effectiveness and compliance.

6.2 All Staff (CSSD, OT, Housekeeping): All staff must adhere to this policy and any related instructions issued by their supervisors and directors.

## **7. APPENDICES:**

7.1 N/A








## **8. REFERENCES:**

8.1 General Directorate of Infection Prevention and Control in Healthcare Facilities (GDIPC). Approved Infection Control Supplies, Equipment and Disinfectants Specifications 1st Edition Issued on May 2021

8.2 General Directorate of Infection Prevention and Control (GDIPC). Best Practices of Environmental Health for Prevention & Control of Infections in Healthcare Facilities Guidelines August 2022 Version 1.1 All Healthcare Providers Have a Role in Maintaining a Clean & Safe Environment

8.3 CBAHI standards 3<sup>rd</sup> Edition.

9. APPROVALS:

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