

## Policy 807: Proper and Safe Handling of Hazardous Drugs

Effective Date: July 7, 2018

Revision Date:

### Policy Statement:

Peigan Board of Education wants to ensure that its' students, staff, parents, and visitors are safe within PBOE boundaries. With the current increase in illicit drugs in the Piikani community, PBOE want to ensure that proper and safe handling procedures of hazardous drugs are in place to avoid any health related issues. Hazardous drugs are drugs known or suspected to cause adverse health effects from exposures in the school or workplace. Employees may unknowingly be exposed to hazardous drugs during possession, transportation, distribution, preparation and disposal of hazardous drugs or waste containing hazardous drugs.

### Regulations

#### 1. Knowledge of Potential Routes of Exposure:

- 1.1. Absorption through the skin (e.g., contact with contaminated surfaces, objects or body fluids)
- 1.2. Airborne contaminants (e.g. inhalation of dusts or aerosols)
- 1.3. Accidental injection (e.g., injuries involving needle sticks and other contaminated medical sharps)
- 1.4. Unintentional ingestion (e.g., contaminated food or objects, such as finger and pencils, placed in the mouth)
- 1.5. High risk tasks that may expose workers to hazardous drugs may include, but are not limited to
  - 1.5.1. Counting, crushing or breaking powdered tablets
  - 1.5.2. Preparing, handling, administering, and disposing of solutions
  - 1.5.3. Handling and disposing of contaminated waste, and body fluids, feces and urine
  - 1.5.4. Cleaning up spills and/or contaminated excreted bodily fluids.

#### 2. Proper and Safe Work Practice Controls (Students):

- 2.1 Students should be trained that if a hazardous drug (or what may appear to be a hazardous drug) is found to immediately contact a teacher or other adult to assist in retrieving and disposing of the drug. **STUDENTS SHOULD NOT HANDLE ANY ITEM THAT MAY BE SUSPECT.**

#### 3. Proper and Safe Work Practice Controls (Employees):

- 3.1 Staff (as first responders) who determine that the hazardous drug may be toxic or lethal will:
  - 3.1.1 Cordon off area so that no students, staff, or visitors will come into contact with hazardous drug.
  - 3.1.2 Contact local emergency agencies: RCMP, Health Services, and Ambulance Services.
  - 3.1.3 Report to Superintendent, Principals, and O&M Manager will occur immediately. This team will start investigation which may include Emergency Services, Health Services and RCMP. This team will ensure that a post-accident report is presented to the Board of Trustees.
  - 3.1.4 Workplace inspections and compliance observations will be implemented for 6 months after incident.
- 3.2 Staff that deem the drug to be hazardous but not life threatening to use proper and safe handling protocols for hazardous drugs.
  - 3.2.1 Staff will use proper and safe handling techniques:
    - Use "safety kit" as found in each classroom (which contains gloves, mask, and disposal bag).
    - Use neoprene gloves and face mask prior to handling hazardous drug.
    - Use specialized disposal bag to contain materials.

3.2.2 Maintenance staff will use proper and safe cleaning and decontamination methods to clean surfaces and dispose of hazardous drug.

3.2.3 Maintenance staff will ensure that spill control protocols (e.g. spills kits and use of emergency eyewash stations and showers) are operational.

Safety Kit should be available in each classroom and should include:

- protective disposable gowns
- hair and shoe covers
- face mask
- 2 pairs thick quality disposable gloves such as nitrile or neoprene.
- approved respirator when there is a risk of inhaling drug aerosols
- absorbent plastic backed sheets or spill pads
- disposal bags (puncture resistant)
- decontaminating agent (e.g. detergent and water, or commercial equivalent)
- yellow adhesive tape (to cordon off area)
- procedures for spill clean-up
- incident report forms