70/03 Safety Policies/Procedures for Hazardous & Bio Hazardous

PURPOSE OF ORDER:

This order outlines the safety policies and procedures for hazardous and bio hazardous material at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

When handling hazardous or bio hazardous material, employees are required to wear a respirator-type mask and gloves. Biological evidence is to be stored in paper bags; hazardous narcotics are to be stored in a KPAK plastic evidence pouch. Disposed bio hazardous materials are placed in a red biohazard bag, then inside a biohazard barrel with a lid.

In the event that an employee is exposed to hazardous or bio hazardous material, the exposed employee is to be removed from the source of contamination. The affected area is then rinsed at the nearest decontamination station. There are two disposable eye wash stations and two permanent eye/shower wash stations strategically placed throughout the facility. Medical care and attention are to be sought and the appropriate exposure forms are to be filled out by a supervisor.

To assure the health and safety of CPE employees, air filtration systems equipped with one hundred percent exhaust systems, forced air, and a standard pleated charcoal filter are placed throughout the building; one is located in the hazmat area and two are in the narcotics vault.