

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-017

SUBJECT: Hazardous Substance Program

PAGE(S): 1 of 1

EFFECTIVE DATE: September 1991

Policy:

It is the policy of Cottonwood, Inc. to provide a safe and healthy environment. Cottonwood, Inc. also promotes learning independent living skills in an environment consistent with normal everyday life. Cleaners and other potentially hazardous substances will be clearly marked and stored according to Cottonwood, Inc.'s Hazardous Communication Program. Hazardous waste will be disposed of according to the municipal Hazardous Waste Disposal Program. Storage until disposal will be as per guidelines below.

Procedures:

1. Cottonwood, Inc. will identify and list products containing hazardous chemicals in the workplace, obtain Safety Data Sheets (SDS) for each hazardous product and provide that information to employees in the work area.
2. All containers will be labeled with the same identifying name as on the SDS.
3. Employees will be trained regarding each hazardous product used in their work area with respect to SDS and other label information including the nature and content of this policy, the Hazardous Communication Program, the location of the SDS list and the Hazardous Chemical List.
4. If access to cleansers and other potentially hazardous substances pose a threat to the health of an individual, they will be stored in a locked area. If no potential threat is evident, cleansers and other substances will be stored in a location chosen by the staff. This spot will be separate from any food items. All containers will be labeled and stored in the manner indicated on the label.
5. Current SDS information is available to Cottonwood, Inc. staff by accessing Cottonwood, Inc.'s online SDS catalog on the intranet.