

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-021

SUBJECT: Storage of Potentially Hazardous Substances

EFFECTIVE DATE: July 1987

Policy:

It is the policy of Cottonwood, Inc. to provide a safe and healthy environment for all consumers. Cottonwood, Inc. also promotes the acquisition of independent living skills without endangering the safety of consumers. Cleaners and other potentially hazardous substances will be clearly marked, stored separately from food, and stored in the manner indicated on the label.

Procedures:

1. If cleaners and other potentially hazardous substances pose a threat to the health of a consumer, they will be stored in a locked area as per agency guidelines. If no threat is evident, cleansers and other substances will be stored in a location chosen by the residential staff. This location will be separate from any food items. All containers will be clearly marked as potentially hazardous substances and stored in the manner indicated on the label or per agency guidelines.
2. Consumers will have safe access to all items necessary to promote and teach independent living skills.
3. Barbecue grills will be stored outside on a non-flammable surface a reasonable distance from the house (recommended 10 feet minimum). Lighter fluid will be stored in a fireproof container. All propane tanks will be stored outside.