



# DHCR Hazard Material

## Policy & Procedure and Guideline

Department: HSE

Document Identifier: PP/HSE/009/01



## DHCR HSE Hazard Material Policy & Procedure and Guideline

### INTRODUCTION

This Hazard Material ('HAZMAT') Guideline has been prepared by DHCR HSE, provides a program for safety controls when handling hazardous material to help develop Occupational Health and Safety awareness of good practice for all handlers of waste in the delivering of services within the DHCC.

### 1- Purpose:

1.1	To provide a guideline for the management of hazardous material.
1.2	To ensure safe practices are followed to protect all personnel and reduce risk factors and the possibility of harm.
1.3	To protect staff and stakeholders from the exposure of hazardous waste.
1.4	To comply with the rules & regulations of Dubai Healthcare City.

### 2- Scope of application:

2.1	This guideline applies to all working with hazardous material and others attending DHCC.
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### 3- Policy:

3.1	All will ensure compliance of the Hazard Material ('HAZMAT') Guidance to ensure safe work practices.
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### 4- Responsibility

4.1	Every Business Partner and their staff, handling HAZMAT should adhere to this DHCR HSE Hazard Material Guideline.
4.2	All BP must Identify hazardous material and determine whether a material is classified as Hazardous and develop work practices to handle hazardous materials in a safe manner.
4.3	Train employees and ensure they use protective equipment and engineering controls when needed.

### 5- Procedure

5.1	There are 9 Classifications of HAZMAT as follows: 5.1.1 - Class 1 – Explosives 5.1.2 - Class 2 – Gases 5.1.3 - Class 3 – Flammable Liquid & Combustible Liquid 5.1.4 - Class 4 – Flammable Solid, Spontaneously Combustible & Dangerous When Wet 5.1.5 - Class 5 – Oxidizer, Organic Peroxide
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## DHCR HSE Hazard Material Policy & Procedure and Guideline

5.1.6 - Class 6 – Poison (Toxic), Poison Inhalation Hazard

5.1.7 - Class 7 – Radioactive

5.1.8 - Class 8 – Corrosive

5.1.9 - Class 9 – Miscellaneous

It is the BP responsibility to assess the HAZMAT in their workplace and apply a safety Management system and HAZMAT Program, in place to eliminate harm to staff, visitors, patient's or anyone.

### 5.2 HAZMAT Program

All BP who use hazardous materials, under any of the classifications above (Ref: 5.1.1 - 5.1.9 Classifications of HAZMAT) must ensure they have an operational program for minimising risks associated with the use, storage, handling and disposal of these hazardous materials and their wastes. If there are Hazardous Materials, they must ensure they have a management program which should contain the following:

#### 5.2.1 Hazardous Material and Waste Identification / Classification

5.2.1.1 All materials/chemicals / gases / fumes can be hazardous if used or exposed above a certain level. For each hazardous material, there is a permissible exposure limit (PEL) identified in its MSDS.

5.2.1.2 A material /waste can be categorized as hazardous if it falls under any Categories Below:

5.2.1.2.1 Is hazardous to life

5.2.1.2.2 Has a flash point

5.2.1.2.3 Contains a known or suspected human carcinogen or a proven animal carcinogen

5.2.1.2.4 Causes serious damage to human skin or eye upon short exposure

5.2.1.2.5 Causes serious damage to human tissue upon ingestion

5.2.1.2.6 Causes death or serious tissue damage if a single dose of 5ml or less is ingested

5.2.1.2.7 Falls under any of the classifications above (Ref: 5.1.1 – 5.1.9 Classifications of HAZMAT)

#### 5.2.1.3 Hazardous Material Inventory

It is a requirement for all Hazardous Material a BP retains a detailed inventory of Hazardous materials. The inventory is updated periodically and whenever a new hazardous material enters the work area.

#### 5.2.1.4 Hazardous Material Storage

Hazardous material management has segregated requirements for storage of different classifications of Hazard Material based on the MSD to avoid a combustion or chemical incompatibility.

## DHCR HSE Hazard Material Policy & Procedure and Guideline

### 5.2.1.5 Hazardous Material Waste

Each waste is grouped in a designated waste stream according to waste classification, compatibility and similarity with other waste streams based on how it will be handled, stored, packaged and disposed and the MSD will provide guidance.

### 5.2.1.6 Hazardous Material Label

5.2.1.6.1 All BP are responsible for ensuring that each container of a hazardous material is labeled. Identifying and labeling all hazardous materials and waste to mark and label any trolleys or containers with the name of the institution from which it arises.

5.2.1.6.2 The BP should have a current inventory, including quantities of the hazardous materials available, and urged to maintain stocks of chemical materials as low as reasonably practicable (ALARP).

5.2.1.6.3 No primary container of hazardous substance shall be used until container is accurately labeled with the following; name of the product. contents of product, appropriate hazard warning sign, expiry date, name and address of manufacturer.

5.2.1.7 Manufacturer-affixed labels shall not be removed or defaced. If a container label is missing or illegible, or if the material is transferred into a secondary container, a label must be affixed.

### 5.2.2 Regulatory Agency Document Retention

All BP must comply with all regulations enforced by the federal, local authority and DHCC. The BP must take responsibility to retain all required documents including any permits, licenses or other regulatory requirements are maintained and updated.

### 5.2.3 Hazard Communication (HAZCOM) Program

Maintaining a material safety data sheet (MSDS) for each hazardous material used or stored is a mandatory requirement. Providing HAZMAT inventory in each work area where hazardous materials are stored or used. Proper labeling and packing of all hazardous materials. Providing appropriate training to all affected personnel. Evaluating effectiveness of HAZCOM Program.

#### 5.2.3.1 Material Safety Data Sheets ('MSDS')

Material Safety Data Sheets shall be obtained from the manufacturer, importer, supplier or elsewhere for all substances and mixtures meeting the criteria for physical, health and environmental hazards and it is the responsibility of the BP to ensure they have up to date MSDS. The MSDS shall be made easily available for all concerned and internal and external auditors and inspector.

The MSDS must at least include the following information:

##### 5.2.3.1.1 Identification / Name of Hazardous Material



## DHCR HSE Hazard Material Policy & Procedure and Guideline

- 5.2.3.1.2 Hazard(s) identification according to Global Harmonised Standards Classification
- 5.2.3.1.3 Composition/ information on ingredients
- 5.2.3.1.4 First aid measures
- 5.2.3.1.5 Fire-fighting measures
- 5.2.3.1.6 Accidental release/ spill measures
- 5.2.3.1.7 Handling and storage
- 5.2.3.1.8 Exposure controls/ personal protection
- 5.2.3.1.9 Physical and chemical properties
- 5.2.3.1.10 Stability and reactivity information
- 5.2.3.1.11 Toxicological information
- 5.2.3.1.12 Ecological information (examples: impacts on marine environment, plants and animals, environmental fate of material)
- 5.2.3.1.13 Disposal considerations
- 5.2.3.1.14 Transport information
- 5.2.3.1.15 Regulatory information
- 5.2.3.1.16 Any other relevant information
- 5.2.4 HAZMAT Incident Reporting
  - 5.2.4.1 Fill out the incident report form for all Hazard Material events, which resulted in harm and send to DHCR HSE Department.
  - 5.2.4.2 The Following must be reported to the DHCR HSE: harmful exposure to hazardous materials and environmental spills/pollution, within 24 hours.
- 5.2.5 HAZMAT Spill Response
  - 5.2.5.1 The BP must provide spill control kits for various hazardous materials. The type of spill kits required are:
    - 5.2.5.1.1 Biohazard / Blood Spill Kit
    - 5.2.5.1.2 Chemicals Spill Kit
    - 5.2.5.1.3 Mercury Spill Kit
  - 5.2.5.2 Hazardous materials spills are cleaned up either by trained department staff or trained housekeeping staff and who have the appropriate vaccinations (where required). Bulk chemical users are required to have spill response teams to handle spills.
  - 5.2.5.3 Emergency eye-wash stations and eye-wash bottles with sterile content must be available at all workplaces where eye contact with hazardous materials can occur and the Business Partner must make an operational decision based on the risk assessment within their facility.
  - 5.2.5.4 Response Protocol for HAZMAT Exposure- Liquid Splash on Body  
It is recommended, in the event of a Liquid Splash on Body, the staff member is

## DHCR HSE Hazard Material Policy & Procedure and Guideline

required to go immediately to the nearest eyewash or emergency shower facility and wash the exposed area with water for 15 minutes.

5.2.5.5 It is recommended, the staff member should seek medical attention for medical evaluation, depending on the magnitude of the exposure. Take a copy of the MSDS or any manufacturers guidance / evidence of the HAZMAT of splashed material and provide it to the attending healthcare professional.

### 5.2.6 Response Protocol for HAZMAT Exposure -Inhalation of Toxic Gas or Vapor:

It is recommended, If a hazardous material is released in air and staff experiences burning of nose, throat or lungs; uncontrolled coughing or any other severe respiratory sign, the following steps must be taken:

5.2.6.1 Leave the area immediately and breathe rapidly and deeply in fresh air.

5.2.6.2 Where required seek medical attention.

5.2.6.3 Take a copy of the MSDS or any Manufacturers guidance / evidence of the HAZMAT of inhaled material with you and provide it to the attending healthcare professional.

5.2.6 Waste Management- Refer to *DHCR HSE Waste Guideline* found on the DHCR website.

### 5.2.7 Education & Training

5.2.7.1 It is recommended, that all concerned employees shall be regularly updated on new developments in hazard and training provided to the staff working with high risk HAZMAT. Training shall be held in appropriate languages for the workforce. Training records shall be kept and documented, including date and duration of training, name and qualification of trainer, and training topic. It is recommended, that all the appropriate staff with potential exposure to hazardous material should be aware and able to Identification of the hazardous materials in their workplace and the health hazards associated with mishandling these materials and provided with supporting documentation e.g. MSDS.

## 5.3 HAZMAT Storage

5.3.1. It is recommended, the BP must ensure there is proper storage cabinets / facility / arrangement for the handling of hazardous materials and manufacturers / MSDS / provider will confirm. There must be a regular cleaning and maintenance (including disinfection if required) ongoing program in accordance with the safety provisions for the storage of the HAZMAT.

5.3.2 Hazardous materials shall be segregated based on the separation distances and compatibility requirements specified in the Manufacturers Guidelines and International reference to UN Recommendations on the Transport of Dangerous Goods, Model Regulation.

5.3.3 Hazardous materials must never be stored in the vicinity of food items.

5.3.4 All hazardous waste generators shall observe the general rules below:

5.3.4.1 Determine a suitable place for the storage of hazardous materials that meet safety requirements and which prevent any harm to the public.



## DHCR HSE Hazard Material Policy & Procedure and Guideline

	<p>5.3.4.2</p> <p>5.3.4.2.1</p> <p>5.3.4.2.2</p> <p>5.3.4.2.3</p> <p>5.3.4.2.4</p> <p>5.3.4.3</p> <p>5.2.4.4</p> <p>5.2.4.5</p>	<p>Provide special containers with the following requirements:</p> <p>Made of block material which are free of holes</p> <p>Resist any leakage</p> <p>Provided with tight caps and seals</p> <p>Of a sufficient capacity to store the hazardous wastes</p> <p>Place clear marks on hazardous waste storage containers that state the containers' content and indicate the hazards which might arise upon improper handling of such materials.</p> <p>Set up time a schedule for the collection of hazardous wastes so as not to be left for a long period in storage containers.</p> <p>In case of mobile containers, the hazardous wastes generating party shall not place such a container in any public area and shall not damage the environment.</p>
5.4	<p><b>HAZMAT Authorised Access</b></p> <p>Hazardous materials must be accessible for authorized employees only. The storage area must be locked that is not accessible for unauthorized persons such as patients, visitors and contractors.</p>	
5.5	<p><b>Emergency Procedures</b></p> <p>All BP are required to have a Hazardous material emergency procedure so their teams can safely evacuate the immediate area, and coordinate the transport of any injured persons to the Walk-in clinic, where arrangements will be made, if necessary to transport them to nearby healthcare facilities. In the event of a HAZMAT Event, the following steps should be taken:</p> <p>5.5.1 Personnel should rescue anyone immediately affected but only if it does not put them at great risk.</p> <p>5.5.2 If trained, then should provide first aid to victim(s)</p> <p>5.5.3 If the spill involves a fire, fire alarm system should be activated and RACE &amp; PASS applied.</p> <p>5.5.4 Closing doors and sealing door edges with tape or other means to prevent escape of vapor</p> <p>5.5.5 Do not re-enter the area until the approved specialist team can determine the area is safe for re-entry.</p> <p>5.5.6 Personnel should warn others in the area about the emergency and stay clear.</p> <p>5.5.7 An Incident Report form must be completed.</p>	
5.6	<p><b>Personal Protective Equipment ("PPE")</b></p> <p>BP are responsible to ensure that:</p> <p>5.6.1 Required PPE is available for all the concerned staff working with HAZMAT.</p> <p>5.6.2 All personnel staffs use and maintain recommended PPEs during their work.</p> <p>5.6.3 All personnel assess the risk involved and wear the appropriate PPE.</p>	

## DHCR HSE Hazard Material Policy & Procedure and Guideline

5.6.4	Depending on the size and nature of the hazmat handling activity, there maybe a need for specialist protective equipment e.g. protective foot coverings and a respirator mask may be needed. (N95 masks) clarity will be provided on the MSDS or the Manufacturers Guidance.
5.7	<p><b>First Aid Kits</b></p> <p>Suitable first aid kits and equipment shall be available at all workplaces where hazardous materials are generated, stored, transported or handled.</p>
5.8	<p><b>Disposal of Hazardous Waste</b></p> <p>Only the company who generated the hazardous waste should submit their hazardous waste disposal request/ application online to Dubai Municipality through the Waste Disposal Service (“WDS”) system.</p>
5.9	<p><b>Pharmaceuticals, drugs</b></p> <p>All BP who generate Pharmaceutical Drugs, require a Medicine Disposal Certificate approved from Ministry of Health is a required attachment for expired pharmaceutical products generated from drug distributor and traders; and Medication Disposal Certificate is required for pharmaceutical wastes generated from pharmacy store, clinic, hospitals, etc. with license from Dubai Health Authority.</p>
5.10	<p><b>Pre-Transport Requirements</b></p> <p>Before waste are transported, waste generators shall ensure that the risk of untoward incident which can arise during transport shall be minimized.</p>
5.11	<p><b>Safe Transportation of Hazardous Waste</b></p> <p>5.11.1 Hazardous waste must be transported in a secured manner. The vehicle and waste container must be sealed completely so that no leakage would occur during transportation.</p> <p>5.11.2 Two or more kinds of incompatible wastes shall not be loaded together in a single container. Incompatible wastes are those materials that when mixed there would be a risk of violent reaction or fire, generate a harmful gas, or render the materials more dangerous to deal with.</p> <p>5.11.3 Hazardous waste shall be disposed off only to an approved site or facility as specified in the waste disposal approval.</p>
5.12	<p><b>Enforcement</b></p> <p>It is the responsibility of the Business Partners to ensure compliance with the DHCR Hazard Material Guidance.</p>

### 6- Communication: (Check all that apply)

<input checked="" type="checkbox"/>	Announcement
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## DHCR HSE Hazard Material Policy & Procedure and Guideline

<input type="checkbox"/>	Awareness
<input checked="" type="checkbox"/>	Training
<input type="checkbox"/>	Other specify

### 7- Definitions:

<b>Occupational Health &amp; Safety Definitions</b>	<p><b>Biological agents:</b></p> <p><b>Chemical Waste:</b></p> <p><b>Cleaning:</b></p> <p><b>Container:</b></p> <p><b>Contaminated:</b></p> <p><b>Dangerous Goods:</b></p> <p><b>Germicide:</b></p> <p><b>Handling:</b></p> <p><b>Hazardous Materials:</b></p>	<p>Means preparations made from living organisms and their products including vaccines, cultures including those that have been genetically modified, cell cultures and human endoparasites, which may provoke any infection, allergy or toxicity. And intended for use in diagnosing, immunizing or treating humans or animals</p> <p>Classified and segregated by a qualified pharmacist or biomedical laboratory with an understanding of chemistry and the potential hazards of chemicals.</p> <p>The removal of visible soil and organic contamination from a device or surface, using either the physical action of scrubbing with a surfactant or detergent and water, or an energy-based process (e.g., ultrasonic cleaners) with appropriate chemical agents.</p> <p>Means any portable device in which a medical waste is stored, transported, disposed or otherwise handled</p> <p>Means soiled or made inferior or potentially infectious through physical contact or mixture with medical waste</p> <p>A dangerous good is any solid, liquid or gas that can harm people, other living organisms, property, or the environment</p> <p>A chemical that destroys microorganisms. Germicides may be used to inactivate microorganisms In a living tissue (antiseptics) or on environmental surfaces (disinfectants).</p> <p>Means to store, transfer, collect, separate, process, incinerate, treat or dispose of</p> <p>Solid, liquid or gas materials hazardous to mankind health severely affects the environment such as toxic explosive, flammable or ionized radiation materials.</p>
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## DHCR HSE Hazard Material Policy & Procedure and Guideline

**Hazardous waste (a):**

Is a waste or mixture of wastes containing one or more properties of a hazardous substance, i.e., being toxic, infectious, corrosive, flammable, oxidizing, radioactive, reactive or explosive which, at certain concentration or condition and improper handling, can cause substantial harm to human, properties or to the environment.

**Hazardous waste (b):**

In addition to the above descriptions, the following wastes are also considered a hazardous waste:

- (a) Medical wastes
- (b) WEEE or e-wastes due to its harmful components
- (c) Any other waste unsuitable for direct disposal into the traditional landfill or sewer system due to the presence of hazardous chemical or physical components harmful to the environment.

**Healthcare:**

The medical activities such as diagnosis, monitoring, treatment, prevention of disease or alleviation of handicap in humans including related research performed under the supervision of a medical practitioner

**Healthcare Waste:**

The solid or liquid waste arising from healthcare

**Infected Sites:**

Wastes from sites known to have an infectious agent are handled as biohazardous.

**Laboratory:**

Means any research, analytical or clinical facility that performs health care related analysis or service

**Laboratory Wastes:**

Blood, specimens, cultures and articles contaminated in the processing of those items.

**Medical Waste:**

is used and shall denote the wastes as described in (a) and (b) below:

- (a) Any waste which consists wholly or partly of human or animal tissue, blood or other body fluids, excretions, dressings, swabs, syringes, needles or other sharp instruments, drugs or other pharmaceutical products and radioactive wastes from hospitals or clinics, being waste which unless rendered safe may prove to be hazardous to any person coming into contact with it; and



## DHCR HSE Hazard Material Policy & Procedure and Guideline

(b) any other waste arising from medical treatment, nursing care, dental, veterinary, pharmaceutical, investigation, teaching, research, the collection of blood for transfusion, and from any similar practice, being waste which may cause infection to any person coming into contact with it.

- Biological (recognisable anatomical waste)
- Infectious
- Chemical, toxic or pharmaceutical including cytotoxins
- Sharps (e.g. needles, scalpels, sharp broken materials)
- Radioactive (refer to Radioactive Waste Directive(s))

**MSDS:**

Material Safety Data Sheet – is a document that contains information on the hazard evaluation on the use, storage, handling and emergency procedures related to that material

**Pathology Specimens:**

Body parts, tissues and materials used to process them.

**PPE:**

Personal Protective Equipment PPE means all equipment designed to be worn or held by an employee

for protection against one or more hazards likely to endanger the employee's safety and health at work;

**Storage:**

Means the temporary holding of medical waste at a designated accumulation area before treatment, disposal or transport to another location

**Transport:**

Means the movement of medical waste from its point of generation to its point of ultimate disposition

**Waste:**

Means any material disposed of because it is no longer needed. It includes general wastes, hazardous wastes, difficult waste and other wastes as classified.

### 8- Reference:

8.1	Local Order 11 of 2013 Concerning Public Health & Community Safety in the Emirate of Dubai
8.2	EPSS Technical Guidelines No: 33 - the Disposal of Outdated (redundant) Pharmaceuticals & Medicines.

## DHCR HSE Hazard Material Policy & Procedure and Guideline

8.3	Waste Management Department Technical Guidance Number 2
8.4	Dubai Municipality Environment Department Code of Practice on the Management of Medical Waste from Hospitals, Clinics and Healthcare Premises in Dubai
8.5	Local order no.61 of 1991 Environment protection
8.6	Ministerial Decree (57/2004) Regulations for Radioactive waste management
8.7	Ministerial Decree (56/2004) Regulations for safe transport of radioactive material
8.8	Dubai Municipality Local Order 115 - Management of medical waste
8.9	Federal Law No (1) 2002, Regarding the Regulations and Control of the use of Radiation sources and Protection against their Hazards
8.10	Federal Law (No.) 24 of 1999 and modified by Federal Law (No.) 11 for 2006 regarding Protection & Development of the Environment
8.11	Executive Order of Federal Law No. 24 of 1999 for Regulation of Handling Hazardous Materials, Hazardous Wastes and Medical Wastes, issued by Cabinet Decree No. 37 of 2001
8.12	Local Order (No.) 7 of 2002 on Management of Waste Disposal Sites in the Emirate of Dubai; as amended by Local Order No. (5) of 2003
8.13	Local Order No. (115) of 1997 Concerning Medical Wastes Management in the Emirate of Dubai
8.14	Dubai Municipality Technical Guidelines No 47 Disposal of used chemical containers
8.15	Dubai Municipality Technical Guidelines No 59 on management of medical waste from clinics and laboratories
8.16	Dubai Municipality Technical Guidelines No5 Requirements for the Transport of Hazardous Waste
8.17	Dubai Municipality Technical Guidelines No 6 Disposal of Hazardous Waste
8.18	Dubai Municipality Technical Guidelines No 5 Requirement for the Transport of Hazardous Waste
8.19	World Health Organisation Safe Management of Wastes from health-care activities
8.20	DHCA Governing Regulation No. 1 of 2013.
8.21	DHCR HSE Incident Reporting Policy
8.22	DHCR HSE Risk Assessment Policy
8.23	DHCR HSE Biological Spill Procedure
8.24	DHCR HSE Hazardous Material Procedure



## DHCR HSE Hazard Material Policy & Procedure and Guideline

### Revision History

S No:	Summary	Amend Type*	Page	Issue No.	Issue Date
1.	Templated and Technically Reviewed	Modify	All	1	21/5/2018
2.					
3.					
4.					
5.					
6.					

\* Amend Type: New- Add – Modify – Cancel