

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.40.25	Page 1 of 6
	Original Effective Date: 12/05/12	New Effective Date: 02/15/17
	Supersedes: 500.40.25	Dated: 12/05/12
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Dental Exposure Control Plan And Hazard Communication		

POLICY

The Division of Adult Institutions shall administer a program which communicates to employees the presence of any known hazardous chemical substances in use or in the dental workplace, the injury or health hazards to which these substances may expose employees, and the work practices that may prevent exposure from these substances.

REFERENCES

Wisconsin Statutes s. 101.58 – Employees' Right to Know
Occupational Safety and Health Administration – Hazard Communication Standard 29 CFR 1910.1200
Occupational Safety and Health Administration – Bloodborne Pathogens Standard 29 CFR 1910.1030
Wisconsin DSPS Chapter SPS 332 – Public Employee Safety and Health
Wisconsin DSPS Chapter SPS 335 – Infectious Agents
Wisconsin DSPS Chapter SPS 335 – Appendix A – Excerpts from the Employees' Right to Know Law
DMS/Risk Management Procedure 204.601.0008 – Exposure Control Plan – Bloodborne Pathogens
Attachment A – Dental Exposure Control Plan (DECP)
Attachment B – Exposure by Job Classification
Attachment C – How to Read Material Safety Data Sheets (MSDS)

DEFINITIONS, ACRONYMS, AND FORMS

Carcinogenic substance – A hazardous substance having the potential to cause cancer upon exposure to it, and identified as such by 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.

Corrosives – Substances capable of causing erosion or destruction of living or nonliving objects.

DSU – Dental Services Unit

Exposure Control Plan – The written program required by the Bloodborne Pathogens and Hazard Communication Rules to detail how the employer complies with the regulations.

Flammables – Substances capable of igniting or burning.

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Hazard Communication Rule – The OSHA-enforced regulation that requires employers to protect employees by preventing occupational exposure to hazardous chemicals in the workplace.

Hazardous substance – A chemical capable of creating physical or health hazards upon exposure to it, and is listed as such in 29 CFR Part 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration.

Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) – Literature prepared by a chemical or chemical product manufacturer that contains hazard and safety information about the product. Information typically includes a list of hazardous ingredients, safety precautions for handling, spill or release response procedures, and first aid instructions.

OSHA – Occupational Safety and Health Administration

PPE – Personal Protective Equipment

Reactive – Substances which are capable of chemically or physically interacting with other substances.

Toxins – Substances which are poisonous if contacted in any manner.

PROCEDURE

I. Program Components

- A. Master inventory/repository of hazardous substances present in an MSDS binder or electronically.
- B. A container labeling program.
- C. Dental employee training in Hazard Communication.
- D. Required recordkeeping.
- E. Periodic evaluation of the overall program.
- F. Coordination with the facility's Hazard Communication Plan.

II. Hazard Determination

The following materials are not covered by the OSHA Hazard Communication Standard:

- A. Any hazardous waste as defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 USC 6901 et seq.) when subject to regulations issued under that act by the Environmental Protection Agency.
- B. Wood or wood products.

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- C. Consumer products, including pens, pencils, adhesive tape, used in the work place under typical consumer usage.
- D. Articles (e.g., plastic chairs).
- E. Foods, drugs or cosmetics intended for personal consumption by employees while in the work place.
- F. Foods, drugs, cosmetics, or alcoholic beverages in retail stores packaged for retail sale.
- G. Any drug in solid form used for direct administration to the inmate patient; i.e., tablets or pills.

III. Labeling

- A. The unit dentist and the dental assistant are responsible to ensure that all containers used in his/her DSU are labeled properly and legibly.
- B. Each label must contain the following information:
 - 1. Identity of the substance.
 - 2. Appropriate hazard warning.
 - 3. Name and address of the manufacturer.
- C. Labels may be removed when the container is empty. If the container is to be reused for other materials, it is then relabeled for the new contents.

IV. Hazardous Substance Inventory: MSDS

- A. Under the oversight of the Unit Dentist, the dental assistant reviews all new-to-use incoming products and ensures that an MSDS is obtained for each product from the manufacturer. (MSDS sheets can also be obtained from manufacturer or on the Internet). <http://www.msdssearch.com/>
- B. A product shall not be released for use until a MSDS is on file.
- C. The Dental Assistant compiles and updates the master MSDS repository.
- D. MSDS are listed alphabetically by product name.
- E. The MSDS repository will be kept electronically in the DSU Group file.
- F. Employees shall have access to these MSDS sheets during all work shifts.
- G. A copy of all MSDS sheets and any updates shall be given to the facility's Health and Safety Coordinator in the format (paper or electronic) requested by the facility.

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V. Employee Training

At the start of employment, each dental employee shall receive Hazard Communication Training on the following topics:

- A. DAI Policy 500.40.25.
- B. Labeling of containers.
- C. How to read and interpret a MSDS (Attachment C).
- D. Location of dental MSDS sheets.
 1. Physical and health hazards of hazardous substances in their work area, as described in the MSDS sheets.
 2. The procedure to follow if exposure occurs, as indicated in the specific MSDS sheet.
- E. Work practices that may result in exposure and how to prevent or reduce exposure to hazardous substances, including use of PPE and other safety precautions (Attachment B).
- F. Emergency response procedures for hazardous chemical accidents.

VI. Recordkeeping

All MSDS sheets shall be kept for a period of 30 years after the use of the substance has been discontinued.

VII. Emergency Response Procedures For Hazardous Chemical Accidents

When a hazardous chemical spill or other accident occurs:

- A. Move all employees away from accident site to a safe environment.
- B. Notify the HSM and the Shift Supervisor/designee.
- C. The Shift Supervisor/designee shall determine the appropriate response team for the hazardous chemical accident.
- D. Retrieve the MSDS sheet for the hazardous chemical which spilled or obtain the facility's copy of the MSDS sheet, for use by the Emergency Response Team.

VIII. Periodic Program Evaluation

- A. The Hazard Communication program is evaluated every two years, at the time of the hazard communication policy review.
- B. An individual dental unit will re-evaluate its local procedures whenever a hazardous incident occurs, for the purpose of incorporating improvements into the preventive practices.

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Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____
Ryan Holzmacher, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

_____ **Date Signed:** _____
Dr. Man Lee, Dental Director

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.40.25	Page 6 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Dental Exposure Control Plan And Hazard Communication		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other