A close-up of a logo

Description automatically generated **CHILD AND FAMILY SERVICE OF SAGINAW COUNTY**

**Hazardous Materials Policy**

**Definition:**

A hazardous materials policy exists to ensure proper handling, storage and disposal of hazardous materials.

Child and Family Services utilizes only household-grade cleaning products and chemicals within the workplace environment and abides by all recommended handling, storage, and disposal instructions identified on the original manufacturer’s label. Safety Data Sheets for all products utilized are located on the Restricted Drive.

**Guidelines:**

1. Only household grade cleaning products and chemicals are utilized by employees or cleaning services utilized by Child and Family Services.
2. Original manufacturers’ labels must remain intact from the period of initial use through appropriate disposal.
3. The manufacturers’ instructions related to the appropriate handling, storage, and disposal of any product should be followed at all times. These instructions can be found on Safety Data Sheets that are under the R: Drive 🡪 Safety Data Sheet folder.
4. Receptacles are made available for recycling when appropriate.
5. All hazardous materials must be stored in appropriate containers in good condition that are compatible with the chemical contents of the waste. The waste container must be sealed at all times unless waste is being added or removed. These are located in a closet that is locked.
6. Should any employee encounter a hazardous material for which routine and basic disposal in a trash or recycling receptable is not acceptable, the agency will contract with an appropriate vendor to secure the safe handling, storage and disposal of the material.

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