

Policy 8.18

POLICY TITLE:	HANDLING, STORING, & DISPOSING OF HAZARDOUS & OTHER MATERIALS	POLICY # 8.18	REVIEW DATES	
Topic Area:	HUMAN RESOURCES	ISSUED BY: Chief Executive Officer	3/19/2018	7/28/2023
Applies to:	Lakeshore Regional Entity (LRE) Staff		10/25/2024	
Developed and Maintained by:	LRE COO and Human Resources (HR)	APPROVED BY: Chief Executive Officer		
Supersedes:	N/A		Effective Date: 3/21/2017	Revised Date: 10/25/2024

I. PURPOSE

To demonstrate Lakeshore Regional Entity's (LRE) commitment to environmental responsibility and to establish a process recognizing reporting, and immediately correcting occupational hazards in order to provide a safe environment for employees, volunteers, and student interns.

II. POLICY

Lakeshore Regional Entity will handle, store, and dispose of hazardous materials in a manner that conforms to instructions provided on Material Safety Data Sheet (MSDS). Ensuring Health and Safety is a responsibility shared by all LRE staff.

III. APPLICABILITY AND RESPONSIBILITY

All Lakeshore Regional Entity employees, volunteers, interns and students of LRE.

IV. MONITORING AND REVIEW

This policy will be reviewed at least annually, or as necessary to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

V. DEFINITIONS

Hazardous materials: All items identified in the MSDS book, including all biohazardous substances, industrial strength cleaning supplies, oil-based paints, fluorescent light bulbs, copier toner, and computer monitors.

VI. REFERENCES AND SUPPORTING DOCUMENTS

[Understanding the SDS](#)

[Glossary of Terms Used on an SDS](#)

[Abbreviations Commonly Found on an SDS](#)

[Hazard Communication Standard Pictograms and Hazards](#)

VII. RELATED POLICIES AND PROCEDURES

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
10/25/2024	Updated language, separated policy/procedure	COO and HR