

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

LATEX BALLOONS

Effective Date:	12/15/2009	Policy No:	AD018
Cross Referenced:	PC09, Safety Manual	Origin:	Safety Committee
Reviewed Date:	11/12	Authority:	Safety Officer
Revised Date:		Page:	1 of 1

SCOPE:

This policy is applicable to all hospital departments.

PURPOSE:

To provide a safe environment for employees, medical staff, volunteers, and guests.

POLICY:

No latex balloons are allowed at Hackettstown Regional Medical Center. This applies to bouquets/arrangements for patients as well as decorations for employee events.

PROCEDURE:

1. Floral arrangements delivered to the hospital for internal delivery will be screened by volunteers for the presence of latex balloons.
2. Any latex balloons will be immediately removed from the arrangement and returned with the florist. Mylar balloons are appropriate.
3. Employee functions requiring balloons for decorations should consider mylar balloons as an alternative.

REFERENCES:

OSHA: 29 CFR 1920 Section 5(a)(1) General Duty Clause