

**KAISER MEDICAL CARE PROGRAM  
ORANGE COUNTY AREA  
POLICIES AND PROCEDURES**

<b>TITLE:</b>	CLINICAL LABORATORY	<b>INDEX NO:</b>	11-005-01
<b>SECTION:</b>	SAFETY	<b>ORIGIN DATE:</b>	10/09
<b>SUBJECT:</b>	LABORATORY WORKPLACE SAFETY	<b>REVIEW DATE</b>	
		<b>REVISION DATE</b>	11/09 4/10 8/11 9/11 1/12

**SAFETY POLICY:**

Kaiser Permanente is responsible for providing a safe place of employment and for furnishing safeguards, safety devices and methods of operation adequate to render such employee safe. Laboratory safety conditions should be appraised in the following manner:

**A: Housekeeping**

- Laboratory departments are kept clear of clutter.
- Trash is disposed in proper receptacles (see posted Waste Distribution form).
- Larger trash items are placed by laboratory storeroom for pickup by EVS or EVS is paged for immediate pickup.
- Employees should be observant and pick up foreign matter found on the floor such as cardboard, paper, paper clips, cotton balls, etc. If the matter is liquid, the EVS department may be notified for clean up.
- Laboratory workspace countertops are cleaned with Ecolab or Chlorox wipes by each shift employee.
- Safety precaution is used in laboratory storeroom: larger, heavier items stored on lower shelves; no supplies stored on top shelf.

**B. Work Comfort**

- During working hours, lights will be lit in the laboratory.
- Ventilation is monitored by Facilities Dept.
- Workplace is clear of clutter and crowding to provide proper leg space.

**C. Smoking**

- Smoking is not permitted in any areas on Kaiser Permanente property, indoors or outdoors.

**D. Food Eating and Drinking**

- Food and consumable items will be stored in refrigerator provided.
- No eating or drinking allowed in the laboratory except in the designated area.

**E. Hand Hygiene**

- Hand Hygiene P&P (KPOC IC111-13) is followed:
  - before having direct contact with patients
  - before performing an aseptic task
  - after exposure to blood or body fluids
  - after patient contact
  - after contact with the patient's surroundings
- Health Care Workers who provide direct patient care are not allowed to have artificial nails.

## **F. Personal Protective Equipment (PPE)**

- **Gloves:**

- Gloves must be worn during laboratory testing, when handling any specimen and when drawing blood. Discretion needs to be used in order to keep our environment from becoming contaminated. Remove gloves before leaving laboratory.
- The use of gloves while processing patient paper work and handling their Kaiser card arouses concern from patients. It gives the appearance you feel the area is contaminated and they, in turn, feel you are contaminating their card and paper work. Therefore, in order to alleviate this concern, it is not necessary to use gloves in the clerical area to process patients. In the event you receive an unbagged specimen and need to handle it, wear gloves while handling the specimen and remove the gloves before processing the next patient.

- **Face Shields:**

- Face shields are available for use when full face protection is needed and worn whenever splashes or droplets of blood or other potentially infectious materials may be generated and facial contamination can be reasonably anticipated.
- Employee use of face shield is recommended when aliquoting specimens during specimen processing. Employee should also use gauze to cover the tube cap and carefully open the tube away from the face.

- **N95 Respirator/PAPR Helmets:**

- The provided respirator must be worn when and where required and in the proper manner trained (Fire & Safety Manual P&P #02-160 – Respiratory Protection Program and P&P #02-165 – Use of Powered Air-Purifying Respirators (PAPRs))
- The employee must notify his/her supervisor if the respirator no longer fits properly.
- PAPR safety:
  - Be sure PAPR is turned off and disconnected from power before cleaning with wipes.
  - Do not immerse helmet in water or any liquid as it may damage the fan module.
  - Do not use alcohol or solvents to clean the helmet as it may deface the PAPR material.
  - PAPRs are not intended for use in atmospheres deemed immediately dangerous to life or health. Do not use PAPRs in atmospheres containing less than 19% oxygen.
  - Pay attention to the status lights of the PAPR. Damaged and worn filters must be replaced immediately to ensure adequate protection for the user.
- Any temporary/contingent employee who will be working in the Hospital Environment will be Fit Tested by Aerotek as needed. Aerotek is provided the type of equipment Kaiser Permanente approves for Fit Testing. Once an employee has been identified to work, the supervisor will need to contact the Safety department to make sure that Aerotek completes the Fit testing before the employee is scheduled to work.

<b>SUBJECT:</b>	LABORATORY WORKPLACE SAFETY	<b>INDEX NO:</b>	11-005-03
-----------------	-----------------------------	------------------	-----------

- **Plastic Aprons:**  
Plastic aprons should be worn to protect inner clothing when there is a strong likelihood of spills or splashes of reagents or biological fluids.

#### **G. Emergency Eyewash**

- Emergency eyewashes are located in every laboratory to be used in case of an eye splash.
- If needed, rinse eyes for 15 minutes.

#### **H. Mouth Pipeting**

- Mouth pipeting is not permitted. Pipette by using a mechanical device.

#### **I. Phlebotomy**

(1) To help prevent repetitive motion injury -

- Perform hand exercises and stretches as part of each patient phlebotomy. Refer to the ergonomic attachment for examples of approved stretches. Utilize the Stretch Break Program as a reminder.
- Change the routine of your particular tube collection technique every 10 draws, or at least every hour.
- Be conscientious about rotating phlebotomy with other tasks.
- Rotate drawing of neonatal (heelstick) patients with other co-workers, if possible.

(2) Phlebotomy equipment –

- Rotate hand/arm used to carry phlebotomy tray
- Support KPPI printer by strapping across body or around waist
- Utilize strap on back of KPPI handheld to assist in supporting the device when in use.
- Do not stare into the laser scanner or point it towards anyone's eyes while the laser light is on.
- Needles: be aware of sharps. Handle and dispose properly as outlined below.

(3) Phlebotomy Situations –

- Carefully assess patient you are drawing. Get assistance if needed.

#### **J. Used Syringes/Needles and Broken Glass Disposal**

- Red Rigid Sharps Containers are used for disposal of any “sharp” (i.e. needles, broken glass, etc)
- Red Rigid Sharps Containers must be used with a suitable lid attached.
- Activate safety shields on all needles and discard into a Red Rigid Sharps Container. Needles must not be recapped.
- There should be no purposeful bending, breaking or removing of needles from disposable syringes, or other manual manipulations of needles.
- The needle should fall freely into the sharps container. Never force a needle into the sharps container.
- Replace the Red Sharps Container if  $\frac{3}{4}$  full. Properly lock the top; place in designated spot for pick-up and disposal of the container by EVS.

**K. Disposal of non-glass tubes/containers**

- Non-glass tubes, plastic pipettes and other non-glass containers containing blood or other body fluids may be disposed in red biohazard bags as long as the sample is contained.
- Biohazard labels need to be visible and attached to all four sides of the gray or black bin supporting the red biohazard bag.

**L. Body Mechanics:**

- Always use good body mechanics to prevent injuries.
- When lifting, bend your legs, lift your legs not your back.
- Do not overextend when lifting an object. Hold the object close to you and square up in front of it.
- Evaluate your workstation, move or remove objects that are in your way. Keep computer screen at eye level.
- Laboratory chairs should be adjusted to provide employee appropriate ergonomic support.
- Use a trolley or cart for moving large, heavy or multiple items.
- Take an occasional stretch break to exercise wrists, shoulders and neck.
- Watch your posture.

**M. Pedestrian and Vehicular Safety**

- Passageway and doorways must be free of obstructions and/or clutter.
- Use caution when opening doors and windows.
- Floors will be waxed with a skid proof wax.
- Always use a step stool or ladder when reaching for items beyond your reach. Do not climb on shelves or stand on counters.
- Be aware of your surroundings. Look for hazards and remove them. Clear your line of vision before moving, i.e. walking while reading, standing up before looking for head clearance.
- Use handrail when climbing or walking down the stairs.

**N. Hair**

- Hair should be at a reasonable length so as not to tangle up in automated equipment. Long hair that would interfere with work must be confined.
- Combing of one's hair should not be done in the work area.

**O. Cosmetics**

- No application of cosmetics is allowed in the laboratory.

**P. Personal Belongings**

- For security reasons, personal belongings must be stored out of sight, preferably in lockers.
- Lockers are available for each employee.

<b>SUBJECT:</b>	LABORATORY WORKPLACE SAFETY	<b>INDEX NO:</b>	11-005-05
-----------------	-----------------------------	------------------	-----------

**Q. Illness/Injury on the job**

- Employees who become ill at work should report to the supervisor immediately.
- All injuries should be reported to the supervisor or house supervisor (if no supervisor is available) as soon as possible. If necessary, employee will be sent to Emergency Department, Occupational Health or Urgent Care for medical attention. MOB staff reports to MOB administration for assistance.

**R. Security**

- For personal safety, a security guard may be requested to accompany employees to the parking lot at night, when depositing money to the vault, or whenever there is a threat to oneself or a patient.

**S. Personal Behaviors Affecting Workplace Safety**

- Follow relevant work practices and procedures
- Fighting is not permitted
- Horseplay or practical jokes are not permitted
- Sleeping while working on the job is not permitted
- Do not report to work under the influence of alcohol or controlled substances including drugs (Alcohol and Drugs SCAL HR Policy 5.03)
- Wear employee identification badge in a visible location above the waist
- Behavior endangering the safety, health, or lives of others is not permitted
- Follow Dress Code policy.

**T. Emergency Code Definitions**

- Code Blue- Adult Life Threatening Emergency
- Code White- Neonatal pediatrics Life Threatening Emergency
- Code "C"- Crash C Section Labor & Delivery
- Code Red- Smoke or Fire Warning
- Code Orange- Implementation of Disaster Plan for Internal and External Disasters
- Code Secure- Infant/Child Abduction
- Code Silver- Person with a Weapon, Stay clear of Area
- Code Gray- Combative Person/Violent Behavior

---

*Continued on next page*

