

# Beaumont

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## Laboratory Safety and Loss Prevention

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### I. INTRODUCTION:

Beaumont Health Laboratories have a strong commitment to safety and loss prevention. The safety program is comprehensive and is supported at administrative levels. Performance according to the guidelines of the safety program is a critical indicator of effectiveness for laboratory personnel.

### II. POLICY:

It is the policy of Beaumont Health Laboratories to operate in an environment free from recognized hazards that are likely to cause physical harm to employees. Personnel and visitors to the Laboratory are required to follow the guidelines of the safety program while in the Laboratory.

### III. POLICY GUIDELINES:

- A. The safety and health program is designed to minimize danger to employees through identification and elimination or minimization of hazards.
- B. The program will also ensure compliance with applicable Federal, State, and Local regulations. These regulations include safety and health standards, as well as standards for proper handling of hazardous materials.
- C. The program emphasizes education as a tool for communicating appropriate safety behavior to personnel.
- D. The Beaumont Health Laboratory corporate safety committee, including the Safety Officer, and/or Safety Representative, shall meet on a regular basis. Activities shall be reported to the Laboratory Quality Assurance and Improvement Committee and documented in the Safety

Committee Meeting minutes.

- E. A safety manual shall be maintained to cover each area of Laboratory safety. The manual shall be reviewed a minimum of every two years. The Master copy is located in Lab Administration and can also be accessed on the policy management system. Laboratory personnel, including current and new employees, students, pathologists and residents alike must read the information contained in this manual and understand the hazards that exist in their work area.
- F. Regular safety and health surveys shall be performed to identify hazards and monitor compliance with safety policies.
- G. Accidents and incidents shall be promptly investigated to identify causation and implementation of corrective and preventive measures.
- H. New personnel should receive a safety and infection control orientation prior to beginning work that entails exposure to any hazard. This orientation may be conducted by the Laboratory Safety Officer or his/her designee, and shall be documented on the new employee training checklists and retained in the employee's personnel file.
- I. Regular safety in-services should be held for laboratory personnel. These programs should cover fire safety, chemical hygiene, Standard Precautions, emergency response and evacuation.
- J. Each laboratory site should include a safety update as a regular part of their periodic site meetings. Meeting minutes should reflect the date, attendees, and topic(s) covered. Any new hazards or procedures introduced into the laboratory should be preceded by education. The Laboratory Safety Officer is available to assist in this education, if necessary.

## **IV. RESPONSIBILITIES:**

Laboratory personnel share a responsibility for safety. This includes not only compliance with established policies and procedures, but also identification and reporting hazards.

- A. The Laboratory Safety Officer bears primary responsibility for development, implementation, review, and administration of all safety policies.
- B. Laboratory Managers are responsible for identification of hazards in their sections, enforcement of safety policies, and coordination with the Laboratory Safety Officer for hazard reduction and/or elimination.
- C. Laboratory Safety representatives, Laboratory Safety officers along with the Corporate Laboratory Safety Committee have a responsibility to assist in implementation and administration of safety policies. These individuals are essential to the proper functioning of the safety program and should be a primary resource in their lab areas for response to safety concerns.
- D. Laboratory Personnel are responsible for hazard identification and compliance with safety policies.

## Approval Signatures

Step Description	Approver	Date
Medical Directors	Jeremy Powers: Chief, Pathology	7/21/2023
Medical Directors	Muhammad Arshad: Chief, Pathology	7/19/2023
Policy and Forms Steering Committee Approval (if needed)	Deborah Poloch: Medical Technologist Lead	7/6/2023
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