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| **Safety Education and Training** | | | | |
| **Policy** | This policy provides guidance for SAFETY EDUCATION AND TRAINING. | | | |
| **Purpose** | Children’s Minnesota Laboratory will provide safety education and training specific to the laboratory to protect the health and safety of its staff. | | | |
| **Safety Training Program** | New laboratory staff are introduced to safety education and training as part of new employee orientation. They also complete the Children’s online safety training courses.   * Online safety training courses are required annually for all staff to update and/or refresh their knowledge about critical safety procedures, policies, and issues. * Staff receive additional education and training by participating in fire drills and exercises, viewing information posted on the safety board, participating in audits and inspections, attending special events, and by participating in staff interviews during hazard surveillance surveys and safety audits. * The laboratory may request additional training from the hospital safety department. * Hepatitis B vaccinations: As part of new employee orientation, Children’s Minnesota offers hepatitis B vaccinations to all staff members who are expected to have direct contact with or a risk of exposure to blood, body fluids, or other potentially infectious materials. The vaccination is offered free of charge through Employee Health Services. Employees that decline the vaccination must sign a declination form as required by OSHA and CAP. | | | |
| **Safety Training Orientation** | Subjects included in the laboratory safety orientation:   1. Lab tour    * Safety equipment    * Evacuation routes    * Smoke compartment doors 2. Exposure to hazardous chemicals    * Chemical hygiene plan    * Engineering controls    * Work practice controls    * Personal protective equipment (PPE)    * Monitoring exposure levels    * Spills    * Disposal 3. Chemical hazard communication    * Hazardous chemical list    * Labels    * Safety data sheets 4. Bloodborne pathogens    * Standard precautions    * Engineering controls    * Work practice controls    * PPE    * Blood and body fluid exposure    * Spills    * Disposal 5. Other    * Fire safety    * Electrical safety    * Radiation safety    * Ergonomics    * Illness/Injury reporting    * Slips, trips and falls    * Gas cylinders    * Panic buttons | | | |
| **Safety Training Orientation** | 1. PPE  * Location * Proper use * Limitations * Care, maintenance, disposal | | | |
| **Supporting Documents** | [938.00 Safety Management Plan](http://khan.childrensmn.org/manuals/policy/900/005331.pdf)  [1202.00 Bloodborne Pathogen Exposure-Control Plan](https://starnet.childrenshc.org/references/Policy/1200/1202.00-bloodborne-pathogen-exposure-control-plan.pdf)  Lab Safety Manual:  <https://starnet.childrenshc.org/References/labsop/index.php?view=folder&folder=gen> | | | |
| **References** | OSHA. *Laboratory Safety Guidance.* OSHA 3404-11R, Occupational Safety and Health Administration: 2011. | | | |
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| **Historical Record** | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | Kerstin Halverson | 06/04/04 | Initial |
|  | 2 | Carol Buhl | 03/07/14 | Added supporting documents and references.  Reformatted.  Renumbered from 2.1 |
|  | 3 | Carol Buhl &  Lab Safety Committee | 03/08/17 | Added Ergonomics, Illness/Injury reporting, Panic buttons & PPE section.  Added Lab Safety Manual link in Supporting Documents. |
|  | 4 | Andrew Fangel | 02/28/20 | Added information about hepatitis B vaccination program.  Added supporting reference (Policy 1202.00). |