

## General Protection Requirements

---

### Policy

This policy provides guidance for GENERAL PROTECTION REQUIREMENTS.

---

### Purpose

The purpose of this policy is to give laboratory staff guidance in achieving the best personal protection while working in the laboratory and aid in creating a safe work environment.

This policy applies to laboratory staff working in the technical areas of the lab and those with direct patient contact.

---

### Work Practices

- **Eating, gum chewing, drinking, smoking, vaping, applying cosmetics or lip balm, and handling contact lenses** are prohibited in all work areas of the laboratory.
  - **Food and drink** shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops, benchtops, **cubicles or phlebotomy dispatch room** where blood, body fluids, or other potentially infectious materials (OPIM) or chemicals are present.
  - **Mouth pipetting** is prohibited.
  - **Hair** shall be secured back and off the shoulders in such a manner to prevent contact with contaminated materials or surfaces and also to prevent shedding of organisms into the work area. Keep hair out of moving equipment, such as centrifuges and microtomes.
  - **Personnel with Beards** shall observe the same precautions provided for hair. Keep long beards out of moving equipment. All beards are considered sources of bacterial contamination.
  - **Footwear** should be comfortable, rubber-soled and cover the entire foot, including the toe, heel and instep; no open toed shoes. Sandals, clogs, and Crocs are prohibited.
  - **Clothing** should be clean, neat and in good repair. Street clothing such as slacks, long skirts or dresses should not drag on the floor. Capri style pants and skirts or dresses that leave exposed skin on the leg or ankle are not allowed. They do not provide a barrier against a chemical, blood or body fluid spill or splash. Socks and panty hose are not considered adequate barriers either.
  - **Protective attire** such as gloves, lab coats, safety goggles, face shields, masks, gowns and aprons are available and must be used when appropriate.
  - **Hand washing** is the most effective way to control infection.
    - Wash hands after removing gloves, before leaving the laboratory, before entering the bathroom, before and after contact with patients, and before eating, drinking, smoking, vaping or handling contact lenses. Use of alcohol foam as a substitute is acceptable.
    - Hands must be washed with soap and water immediately after accidental contact with blood, body fluids, OPIM, contaminated materials, or chemicals.
-

## Work Practices

- 
- **Personal property**
    - Do not store personal belongings (e.g. purses, coats, boots, coffee mugs, sweaters, prepackaged foods, medications) in technical work areas. Store personal items in a locker/break room.
    - **Personal electronic devices** (e.g. cell phones, smartwatches, portable music players, head phones/ear buds, cameras, personal digital assistants, text messaging or other wireless communication devices) are not to be used in the following technical work areas:
      - Minneapolis Laboratory, Minneapolis Microbiology/Molecular, Minneapolis Sendouts, Minneapolis Front Office, Minneapolis Histology Laboratory, Minneapolis Morgue, Minneapolis CSC Outpatient Laboratory, St. Paul Laboratory, St. Paul Sendouts, St. Paul Histology Laboratory, St. Paul Morgue, & St. Paul GV Outpatient Laboratory. Dirty areas include the stockrooms and all hallways within the laboratory setting.
    - Personal electronic devices used for Children’s business purposes are not to be used in technical work areas. Exceptions will be made, with Supervisor or Manager approval, to take photos when troubleshooting if requested by technical support. Personal electronic devices must then be cleaned and disinfected with hospital approved disinfectant wipe or solution.
    - Personal electronic devices may only be used in the following “clean” areas of the laboratory environment:
      - Offices, cubicles, and break rooms.
    - Personnel that are observed using a personal electronic device within a listed technical area are subject to corrective action.
  
  - **Radio** use consists of providing background music and/or inclement weather reports. It should not distract from productivity nor should it inhibit anyone’s attention while performing laboratory analysis.
    - May be played softly for background music so long as everyone agrees
    - Must not be loud enough to be heard throughout the laboratory
    - All lab staff retains the right to ask to have a radio turned down or off
  
  - **Exposure to blood/body fluids** must be addressed immediately.
    - Cleanse exposure site.
    - Notify the supervisor.
    - Notify employee health service.
    - Complete the Blood and Body Fluid Exposure form located online on Star Net.
    - <http://khan.childrensmn.org/emergency-and-safety/>
  
  - **Mechanical protective devices** on instrumentation must be kept in place while samples are being processed or tested.
  
  - **Centrifuges**
    - Sample containers should be closed and centrifuge covers in place before operating.
    - Centrifuges are to remain closed until they come to a complete stop.
  
  - **Biological Safety Cabinets (BSC) and Fume Hoods**
    - Certified annually for function.
    - Biomed department coordinates this process with a contracted vendor.
-

- 
- Documentation is maintained by Biomed.

- **Glassware**

- Do not use if chipped or broken.
  - Do not leave pipettes sticking out of bottles, flasks, or beakers.
  - Dispose of broken glass in a 'sharps' container using appropriate protective devices (tongs, forceps, broom & dust pan).
  - Handle hot glass with appropriate protective apparel.
- 

**Work Practices**

- **Excessive Noise**

- Children's has a hearing conservation program in place to help protect staff from exposure to excessive noise levels.
- Contact the Safety department to request noise monitoring.

- **Latex Allergy**

- Children's has a latex safety plan to protect staff and patients from allergic reactions from exposure to natural rubber latex in gloves and other products.
  - The hospital and laboratory have taken necessary precautions by substituting non-latex containing items where appropriate alternatives exist to ensure that staff or patients who have been identified as having a latex allergy or who have significant risk factors for latex allergy will not come into contact with a known latex product.
- 

**Supporting Documents**

- [SA 10.03 Hand Hygiene](#)
  - [SA 10.04 Personal Protective Equipment](#)
  - [SA 11.01 Injury or Illness](#)
  - [958.00 Latex Safe Precautions](#)
  - [986.00 Hearing Conservation Program](#)
  - [1024.00 Dress Code](#)
  - [1101.00 Workforce Member Information Security Policy](#)
  - [1138.00 Photography, Video and Audio Recordings](#)
  - [1213.00 Blood or Body Fluid Post Exposure – Health Care Providers](#)
- 

**References**

1. Occupational Safety and Health Standards. CFR1910.1030 Bloodborne Pathogens.
  2. CLSI. Clinical Laboratory Safety; Approved Guideline – Third Edition. CLSI document GP17-A3. Clinical and Laboratory Standards Institute, Wayne, PA; 2012.
  3. CLSI. Protection of Laboratory Workers from Occupationally Acquired Infections; Approved Guideline – Fourth Edition. CLSI document M29-A4. Clinical and Laboratory Standards Institute, Wayne, PA; 2014.
- 

**Historical Record**

Version	Written/Revised by:	Effective Date:	Summary of Revisions
1	Carol Cram	Unknown	Initial
2	Kerstin Halverson	12/26/2003	

---

3	Carol Buhl	07/31/2014	Reformatted. Renumbered from 10.2. Added personal property section. Added supporting documents. Added references.
4	Carol Buhl	07/31/2015	Added hyperlink to Blood and Body Fluid Exposure form. Updated information on mechanical protective devices, centrifuges, and work surfaces.
5	Carol Buhl	06/17/2016	Added restrictions on wearing Capri style pants and short dresses/skirts. Added hyperlink to hospital dress code policy. Added information on noise. Added hyperlink to hospital hearing conservation program.
6	Laboratory Safety Committee / Carol Buhl	05/25/2017	Added BSC and fume hood annual certification information. Added latex allergy information. Added Supporting Documents: SA 11.01 Injury or Illness & 958.00 Latex Safe Precautions.
7	Carol Buhl	07/21/2017	Listed when not to use personal electronic devices in lab. Added Radio use requirements. Added supporting document 1101.00.
8	Carol Buhl	06/29/2018	Added headphones and cameras under personal electronic devices. Added 'Personal devices used for business purposes should not be used in technical areas'. Updated Supporting Documents. Updated References.

SA 10.02 General Protection Requirements  
 Version 10  
 Effective Date: January 9, 2023

	9	Andrew Fangel	04/10/2020	Added instruction on personal electronic device use (acceptable vs. non-acceptable areas). Added corrective action measure for personal electronic device use in technical areas.
	10	Jennifer Larson-Kelso	1/09/2023	Added cubicles and dispatch room under food/drinks. Added smartwatches and earbuds. Noted exceptions and cleaning requirements under electronic device use.