

Methodist Health Services Corporation & UnityPoint Health Methodist Proctor Laboratory 7000 Administration	Page # 1 of 2	Section: Exposure Control	Policy #: 06.011 Formerly: H: 11
	Approved by: see signature block at end of document		Date: 1/20/16
	Date Revised: Supersedes 1/20/16, 2/16/12, 2/16/11, 2/10/10, 7/1/08, 2/8/06, 8/11/04, 10/10/02, 5/2/00, 12/2/97, 6/12/96, 97/93, 9/17/92		
	Date Reviewed: 12/4/13, 1/30/15		
	Policy/Revision Submitted by: Richard Borge		
	CAP Standard: 74400		
POLICY GUIDELINE ON: Eating, Drinking, and Smoking in the Laboratory			

I. POLICY:

No eating or drinking will be allowed in the work areas where potential for exposure exists. Smoking is not permitted on the Methodist campus.

II. PURPOSE:

To outline procedures to follow for eating, drinking and smoking in the laboratory.

III. POLICY SCOPE:

This policy applies to all Laboratory Staff and Physicians at both campuses.

IV. GENERAL INFORMATION:

Laboratory accidents and the transmission of diseases are often a result of carelessness, haste, lack of knowledge negligence and unsafe practices.

V. PROCEDURE:

- A. Smoking is prohibited inside the Methodist Medical Center, on its grounds, in and around all affiliated buildings.
- B. Eating, drinking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is potential for occupational exposure.
- C. Food and drink shall not be stored in refrigerators, freezers, bench tops, or cabinets where blood or potentially infectious materials are stored or in other areas of possible contamination.
- D. Food in "FOOD ONLY" refrigerator shall be covered, initialed, and dated in order to facilitate a clean out schedule. Expiration dates will be observed.

VI. MAINTENANCE AND STORAGE:

- A. All policies and procedures are reviewed every two years, (except for Safety procedures which are yearly) by Laboratory Administration and or the Medical Director of the Laboratory or designee when there are changes in practice standards, or requirements.
- B. All policies and procedures are reviewed every two years (except for Safety procedures which are yearly) by staff or at the time new or revised ones are put in effect.
- C. All policies are retained 8 years after being discontinued or revised.
- D. All procedures are retained 2 years after being discontinued or revised

REVISION HISTORY (began tracking 2012)			
Rev	Description of Change	Author	Effective Date
1	Added policy scope, changed system logo and formatting changes	T. Lanan	3/7/14
2	Reviewed and combined for both campuses	R. Borge	1/20/16

Designee	Date	Laboratory Director	Date
		<i>Richard J. Borge</i>	1/20/16