

Policy Name:

Employee Image

Department/Service
Line:

Laboratory

Policy Number:

BAS.LAB.QM.0201.P_V2

Location:

Ft. Worth-BAS

Origination Date:

01/01/1994

Date of Last Review:

See signatures

Approved By:

SCOPE

This policy applies to employees, volunteers, students, and contractors of Baylor Scott & White All Saints Laboratory.

PURPOSE

The purpose of this Policy is to provide guidance on acceptable dress and appearance in the workplace.

POLICY

Baylor Scott & White All Saints Laboratory follows the system policy for Professional Appearance and Dress Code (BSWH SYSTEM.HR.WKPL.001.P).

The following are additional Baylor Scott & White All Saints Laboratory specific requirements:

GENERAL CLOTHING GUIDELINES:

- Business casual or scrub attire are permissible at the option of the employee (purchase and maintenance is the responsibility of the employee).
- Scrubs:
 - Bottoms - Red Scrub bottoms are required.
 - Tops – Scrub tops can be either solid or print in a coordinating color. Polo shirts in accordance with the BSWH Professional Appearance and Dress Code policy are also acceptable.
 - No T-shirts are permitted (unless designated for special events by facility leadership).
 - No jeans are permitted (unless designated for special events by facility leadership).

ADDITIONAL SPECIFIC REQUIREMENTS FOR CLINICAL TESTING AREAS AND STAFF WITH DIRECT PATIENT CONTACT:

Foot Wear:

- Shoes are to be clean and have a closed toe. Any coordinating tennis shoes or uniform clogs may be worn.
- Clogs must be closed with no open holes on the upper surface of the foot, for safety and infection control purposes.

- Shoes should be comfortable, rubber-soled, and cover the entire foot. Disposable, fluid-resistant shoe covers can be worn for jobs where splashing is expected.
- Because canvas shoes will absorb chemicals or infectious fluids, they are not recommended (if worn, they should be covered with disposable, fluid-resistant shoe covers). Leather or synthetic, fluid-impermeable material is suggested.

Hair:

- To prevent it from contact with contaminated materials or surfaces and also to prevent shedding organisms into the work area, hair must be pulled back and off the shoulders. It is important to keep hair out of moving equipment, such as centrifuges.
- Beards and mustaches, if worn, are to be kept neatly trimmed. It is to be noted that particulate respirators may not seal properly to unshaven faces. Refer to infection control manual.

Jewelry:

- Do not wear jewelry that can become caught in equipment or hang into infective materials.
- For employees with direct patient contact, earrings are not to dangle. Small hoops or studs are acceptable.

Personal Protective Equipment:

- Coats, gloves or other safety attire and devices must be worn as described in the Bloodborne Pathogen Exposure Control Plan. (BHCS.IPC.28.P)

DEFINITIONS

There are no additional defined terms associated with this Policy.

PROCEDURES

There are no procedures associated with this Policy.

REFERENCES

There are no references cited in association with this Policy.

RELATED INTERNAL DOCUMENTS

Document Number
BSWH.HR.WKPL.001.P
BHCS.IPC.28.P

Document Name
BSWH Professional Appearance and Dress Code
Bloodborne Pathogen Exposure Control Plan

ATTACHMENTS

There are no related attachments associated with this Policy.

REVISION HISTORY

Version #	Effective Date	Description of Change	Revised By	Removed Date
2	10/1/15	Removal of T-shirts and addition of no jeans to the policy, system policy name change of policy and facility.	Alice Brown	