

# ANNUAL SAFETY TRAINING – 2014

## Module # 9

### PHLEBOTOMY SAFETY

The purpose of phlebotomy safety is to ensure phlebotomists work in a safe manner. This module provides phlebotomists with the knowledge and understanding to perform their job function safely.

- ◆ Phlebotomists must participate in all required safety/procedural/competency training.
- ◆ Wear all required Personal Protective Equipment (PPE) when performing job functions such as drawing patients (blood collection) and performing lab / centrifuging work.
- ◆ Report any accidents, incidents, and or needle sticks immediately to your Manager and your EHS Specialist. (The EHS Specialist will assist with any necessary treatment and or follow up care.)
- ◆ Practice universal precautions (the practice of assuming all specimens may be infectious) at all times. PPE is required at all times when working with patient samples.
- ◆ Use a new pair of gloves with each patient, and wash hands after discarding gloves.
- ◆ Activate the needle safety device upon completion of every draw. Immediately discard the used needle into a sharps container after each draw. **NEVER** use the same needle more than once, even on the same patient, a new needle is required for every venipuncture penetration.
- ◆ Have all materials required for blood collection within easy reach range; place yourself in a comfortable position to perform draw; use a platform (raised draw station) if necessary or seated position allowing for the appropriate and comfortable height for draw; perform all blood collections (draws) in a comfortable position. **Note:** If your current work environment does not allow for comfort and or you need a raised draw station or another type of area improvement to draw your patients comfortably, inform your Manager / Supervisor and or your EHS Safety Specialist immediately. If you need assistance with your work station set up, ask your EHS Specialist to have an ergonomic evaluation performed on your station.
- ◆ When performing data entry: adjust your work station for comfort including your keyboard tray, monitor, and seat; place frequently used items within easy reach range; perform hourly stretches, and take mini breaks when performing data entry for long periods of time.
- ◆ Avoid using a Safety-Lok winged collection set (butterfly) unless absolutely necessary. Be sure to always engage the safety device immediately after the draw procedure.

