

TASKS REQUIRING THE USE OF PERSONAL PROTECTIVE EQUIPMENT

- St. Joseph Medical Center Tacoma, WA
- St. Clare Hospital Lakewood, WA
- St. Elizabeth Hospital Enumclaw, WA
- St. Francis Hospital Federal Way, WA
- St. Anthony Hospital Gig Harbor, WA
- PSC

PURPOSE

To define the tasks that have been identified in the FHS Laboratory Infection and Exposure Control Plan that require the use of Personal Protective Equipment (PPE) based on the reasonable anticipation of contact with blood or other potentially infectious material (OPIM).

BACKGROUND

All testing areas of the lab are considered contaminated. Office areas are not considered contaminated. No PPE may be worn in areas designated as break rooms for staff, or other clean areas.

TASKS INVOLVING PERSONAL PROTECTIVE EQUIPMENT

Tasks requiring PPE are identified by each department using a risk assessment.

Chemistry Department: All areas are considered “contaminated”.

TASKS	PPE/WORK PRACTICE REQUIRED
Centrifuging specimens	Gloves, Lab coat
Handling specimens that have no secondary container, i.e. bag, box	Gloves, Lab coat
Removing Vacutainer Tops	Gloves, Face Shield, lab coat
Handling Chemicals	Gloves, Eye Protection, Lab Coat
Rimming clots	Gloves, Face Shield, Lab coat
Making dilutions of specimens	Gloves, Face Shield, Lab coat
Performing bench testing	Gloves, Face Shield, Lab coat
Loading specimens manually onto analyzer	Gloves, Lab coat
Aliquoting specimens into sample cups	Gloves, Face Shield, Lab coat
Preparing lyophilized controls, calibrators specimens	Gloves, Lab coat, Face Shield
Discarding Instrument Waste	Gloves, Lab coat, Face Shield
Cleaning Refrigerators/centrifuges	Gloves, Lab coat
Entering Data into computers	Gloves, Lab coat
Answering phones	Gloves, Lab coat
Maintenance of Equipment involving the use of a syringe, tubing, and bleach or other cleaning fluids	Gloves, Lab coat, safety goggles or face shield for eye protection
Mixing, preparing reagents	Gloves, Lab coat
Automated Line Maintenance	Gloves, Lab Coat
Chemical Spill Cleanup	Eye Protection, Chemical Resistant Gloves, Lab coat, If additional PPE is required (respirator) call facilities or house supervisor for assistance.

Hematology Department: All areas are considered “contaminated”.

TASKS	PPE/WORK PRACTICE REQUIRED
Removing sample caps (blood and urine)	Gloves, Face Shield, Lab coat
Centrifuging Specimens	Gloves, Lab coat
Handling Chemicals	Gloves, Eye Protection, Lab Coat
Operating the hematology analyzer in the open mode	Gloves, Face Shield, Lab coat
Performing Urinalysis dipstick	Gloves, Lab coat
Pouring urine samples	Gloves, Lab coat
Preparing slides	Gloves, Face Shield, Lab coat
Making sample dilutions	Gloves, Face Shield, Lab coat
Filling Sed Rate Tubes	Gloves, Face Shield, Lab coat
Assisting pathologist on Bone Marrow Procedures	Gloves, Face shield, Clean Lab Coat, N-95 filtering facemask if TB is suspected.
Data Entry into computers	Gloves, Lab coat
Answering Phones	Gloves, Lab coat
Cleaning Refrigerators/centrifuges	Gloves, Lab coat
Instrument Maintenance	Gloves, Lab coat. Faceshield or eye protection when cleaning fluids (bleach, clenz) are being used for maintenance or troubleshooting.
Preparing lyophilized controls/reagents	Gloves, Face Shield, Lab coat
Collecting Stain Waste or Chemical Spill Clean-up (controlled)	Eye Protection, Chemical Resistant Gloves, Lab coat

Microbiology Department: All areas are considered “contaminated”.

TASKS	PPE/WORK PRACTICE REQUIRED
Inoculating specimens to media	Biosafety Hood, level II, Gloves, Lab coat
Handling chemicals	Gloves, Eye Protection, Lab Coat
Using tissue grinder	Biosafety Hood, level II, Gloves, Lab coat
Preparing O&P samples for examination	Gloves, Eye Protection, Lab coat
Staining Pertussis Smears	Biosafety Hood, level II, Gloves, Lab coat
Preparing Colitis toxin samples	Biosafety Hood, level II, Gloves, Lab coat
Inoculating virology media, DFA virology stains	Biosafety Hood, level II, Gloves, Lab coat
Preparing and staining AFB smears	Biosafety Hood, level II, Gloves, Lab coat
Suspected Biologic Hazards (anthrax, SARS, pandemic flu, etc.)	Biosafety Hood, level II, Gloves, Lab coat
Antigen testing for Influenza, Strep Screen testing, RSV, and rapid HIV	Biosafety Hood, level II or Face shield, Gloves, Lab coat
Collecting Stain Waste or Chemical Spill Cleanup (controlled)	Eye Protection, Chemical Resistant Gloves, Lab coat

Pathology Department: The administrative areas of the department are "clean" areas—A—including all carpeted areas, and the path-way through the hallway door to the offices. The other areas are considered "contaminated".

TASKS	PPE/WORK PRACTICE REQUIRED
Gross examination of specimens	Hood, gloves, apron or lab coat, eye protection
Examination of Frozen Sections	Gloves, apron/lab coat, eye protection if a reasonable expectation of splashing, HEPA filter mask if lung or suspected TB
Neutralizing Formalin/discarding specimens, large formalin spill cleanup	Self-contained respirator, scrubs, protective gown, gloves
Cleaning Cryostat	Gloves, gown, face shield
Cover slipping slides	Nitril Gloves
Performing autopsies (Pathology Assistant or Pathologist)	Hospital scrubs, apron or full length cuffed gown (water impermeable) double gloves, goggles, mask, shoe and hair covers
Diener duties	Hospital scrubs, apron or full length cuffed gown (water impermeable) double gloves, goggles, mask, shoe and hair covers
Use of bone saw	Use damp cloth over saw/tissue contact point to reduce aeration of material, eye protection, gloves, apron
Assisting pathologist on Bone Marrow Procedures	Gloves, Face shield, Clean Lab coat, N-95 filtering facemask if TB is suspected.
Cleaning of equipment	Gloves, Eye protection, lab coat/scrubs
Performing Bone Marrow Biopsy and Aspiration (Pathologist)	Sterile gloves, face shield, and N-95 filtering facemask if TB is suspected.
Gross sample set-up	Gloves
Cassette labeling	Gloves
Cleaning the Grossing Room	Gloves, Eye protection, apron
Replacing/recovering Stains and chemicals	Gloves, Eye protection, apron
Washing stain jars, etc.	Gloves, apron
Pulling Slides	Gloves
Pouring formalin and decalcifying solutions	Gloves, Eye protection
Data Entry, answering phone	Clean hands
Collecting Stain Waste or Chemical Spill Clean-up (controlled)	Eye Protection, Chemically Resistant Gloves, Lab coat

Patient Service Center: All Patient Service Centers consists of "clean" administrative areas and "contaminated" phlebotomy areas. Label and report printers are considered "clean". Specimen processing and phlebotomy areas are considered "contaminated." Clean areas in small work areas are designated.


TASKS	PPE/WORK PRACTICE REQUIRED
Phlebotomy	Gloves
Specimen handling (blood, urine, PKU cards, etc).	Gloves
Removing sample caps	Gloves, Lab coat, Face Shield
Centrifuging/processing specimens	Gloves, Lab coat
Rimming clot in a blood sample	Gloves, Lab coat, Face Shield
Aliquoting specimens	Gloves, Lab coat, Face Shield
Preparing and processing 24 hr Urine Collections	Gloves, Lab coat, Face Shield
Testing Samples (if applicable)	Gloves, Lab coat
Collecting Throat or Nasal Culture Samples	Gloves, Mask with Eye Protection or Face Shield
Biohazardous Spill Cleanup	Gloves, Lab Coat, Face Shield

Specimen Processing: All areas are considered “contaminated”.

TASKS	PPE/WORK PRACTICE REQUIRED
Phlebotomy	Gloves
Adjusting pH of urine	Gloves, Labcoat, Eye Protection
Handling specimens (blood, urine, PKU cards, etc)	Gloves, Lab Coat
Centrifuging/processing specimens	Gloves, Lab Coat
Removing caps of specimens	Gloves, Face Shield, Lab Coat
Aliquoting specimens	Gloves, Face Shield, Lab Coat
Discarding specimens	Gloves, Lab Coat
Preparing 24 hour urine collection jugs	Gloves, Hood, Lab Coat
Processing 24 hr urine collections	Hood, Gloves, Lab Coat
Transporting specimens to testing areas	Gloves
Cleaning centrifuge/benchtops/equipment	Gloves
Entering Data into Computers	Gloves
Cleaning Refrigerator/Freezer	Gloves, Lab Coat
Answering phones	Gloves
Collecting Throat or Nasal Culture Samples	Gloves, Mask with Eye Protection or Face Shield
Automated Line Maintenance (SJMC)	Gloves, Lab Coat
Biohazardous Spill Cleanup	Gloves, Lab Coat, Face Shield

Transfusion Service: (SJMC) This area has a "clean" clerical area: the front counter near the window which is used for issuing units and billing. The rest of the department is considered a "contaminated" area.

TASKS	PPE/WORK PRACTICE REQUIRED
Centrifuging Specimens	Gloves, Lab Coat
Removing specimen caps	Gloves, gauze wraps or shield, Lab coat
All serology testing	Gloves, Lab Coat
Pooling components	Gloves, Lab Coat
Phone/computer entry on bench	Gloves, Lab Coat
Cleaning equipment, countertops, refrigerators	Gloves, Lab Coat
Discarding specimens	Gloves, Lab Coat
Using the heat sealer	Lab Coat, Gloves, and face shield
Biohazardous Spill Cleanup	Gloves, Labcoat, Face Shield

DOCUMENT APPROVAL Purpose of Document / Reason for Change:		
Updated format and content to assure PPE is adequate in all testing areas. Added line item for handling chemical stain waste and also a specific line item for handling chemicals.		
<input type="checkbox"/> No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.		
Committee Approval Date	<input checked="" type="checkbox"/> Date: 8/29/13 <input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility	Medical Director Approval <i>(Electronic Signature)</i>  8/21/13