**Purpose**

To provide direction for the processes and procedures that ensure an effective, efficient, ergonomic, and safe working environment.

**Policy Statement**

The Harborview Medical Center Transfusion Service Laboratory is designed with adequate space and storage to support good laboratory practice, and to comply with applicable:

* State and federal regulations
* Equipment manufacturer’s requirements
* Internal occupational health and safety requirements
* External occupational health and safety requirements

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| **Role** | **Responsibility** | **Related Documents** |
| * Medical Director and Laboratory Manager
 | * Ensure that:
* The amount of space, and the floor plan support an efficient, safe operation, and that they are modified as required.
* Adequate space and equipment are planned for use in training.
* Environmental factors such as noise, ventilation, and temperature are assessed and modified as required to support a safe and comfortable work environment,
* Assessments and modifications of work environment include ergonomic factors.
 | * UWMC Strategic Planning Policy
* HMC Environment of Care Plan
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| * Laboratory Medicine Division Head
 | * Participate in planning the use of space in the department.
* Work with others to develop an overall effective plan for the laboratory.
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| * Laboratory Manager and Technical Leads
 | * Oversee the use and maintenance of space.
* Develop plans as needs change.
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| **Role** | **Responsibility** | **Related Documents** |
| * Laboratory Personnel
 | * Report any space or ergonomic issues to manager.
* Follow all safety guidelines.
* Report any unsafe conditions.
* Maintain a tidy and safe workspace.
 | * UW Risk Management

Workers Compensation |
| * The Facility Physical Plant
 | * Provide a stable electrical supply, including emergency power.
* Provide an appropriate water supply, including DI water.
* Provide operational HVAC system appropriate to the needs of the staff and equipment.
* Provide operational pneumatic tube system.
 | * HMC Utility Systems Management Plan
* Environment of Care Plan
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| * The Facility Environmental Services Dept.

(Housekeeping) | * Provide general housekeeping services, i.e. bathroom cleaning, dusting, etc.
* Remove cardboard packing containers.
* Empty Non-biohazard trash.
* Provide floor care.
 | * UW Environmental Health and Safety
* HMC Environmental Services Management Plan
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| * Security
 | * Manage controlled access to the Transfusion Service Laboratory, via badge scan and door locks.
* Oversee Panic button system.
 | * HMC Security Management Plan
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| * Hazardous/

Biomedical Waste | * All hazardous/biomedical waste is discarded into appropriate biohazard waste containers.
* All hazardous/biomedical waste containers are handled and disposed of in accordance with federal, state, and local regulations.
 | * HMC Hazmat Management Plan
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**References**

Standards for Blood Banks and Transfusion Services, AABB, Current Edition.