**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 |
| * 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. |  |
| * 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 |
| * 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 |
| * Security | * Manage controlled access to the Transfusion Service Laboratory, via badge scan and door locks. * Oversee Panic button system. | * HMC Security Management Plan |
| * 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 |

**References**

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