**Purpose**

To provide direction for the processes and procedures needed to implement and monitor safe work practices that protect employees, patient, and visitors.

**Policy Statement**

The Harborview Medical Transfusion Service provides safe and adequate environmental conditions in the workplace that meet local, state, and federal regulations, where applicable.

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| **Role** | **Responsibility** | **Related Documents** |
| * Medical Director and Laboratory Manager
 | * Oversee the staff compliance with HMC facility requirements.
* Ensure that required safety practices and procedures are implemented, maintained, and followed.
* Ensure the provision of appropriate personal protective equipment.
* Ensure that safety and emergency practices are current.
* Ensure that unsafe conditions are corrected upon discovery.
 | * Laboratory Medicine Safety Matrix
* Laboratory Medicine Fire Safety Training
* Laboratory Chemical Hygiene Plan
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| * Lab Medicine Safety Officer
 | * Maintain awareness of, and support current safety practices.
* Identify opportunities for improvement.
* Participate in emergency preparedness.
 | * HMC Disaster Plan
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| * All medical and technical staff
 | * Read the Safety Manual.
* Maintain current knowledge.
* Remain compliant with all facility safety training and annual requirements.
* Follow all required safety practices and procedures.
* Report any unsafe condition in the workplace.
* Identify opportunities for improvement.
 | * Laboratory Medicine Safety Manual
* LMS Safety Training Module
* UWMC Asbestos Training.
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| **Quality Element** | **Action** | **Related Documents** |
| * Safety Committee
 | * The HMC Transfusion Service has a representative on the Laboratory Medicine Safety Committee.
* The Lab Med Safety Committee works with, and assists the organizational Safety Officer in:
* Developing programs
* Providing training
* Assisting with risk management
* Conducting workplace inspections
* Communicating safety-related information.
 | * Laboratory Medicine Safety Manual
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| * Safety Manual
 | * Safety practices are outlined in the Safety Manual.
* Each new employee receives training on the Safety Manual.
* The TSL Staff is assessed annually on their knowledge of the Safety Manual’s content.
* The Manual is reviewed annually, and updated as needed.
 | * Laboratory Medicine Safety Manual
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| * Audits and Review
 | TSL Safety Audits are outlined in the Safety Manual and are:* Completed annually
* Communicated to management for corrective action as appropriate.

Facility Environmental Rounds by HMC Safety Committee and Safety Officer are:* Completed semi-annually
* Communicated to management and to individual departments for corrective action as appropriate.
 | * Laboratory Safety Audit Form
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| * Hazardous Materials
 | All Laboratory Medicine departments comply with Federal, State and local regulations including:* Ongoing training of staff in the appropriate procedures.
* Up-to-date documentation, including labeling of hazardous materials, relevant Safety Data Sheets. (SDS)
* Storage, handling, and disposal of hazardous materials.
* Handling and reporting of any occurrences.
 | * Laboratory Safety Manual
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| * Reagents and Supplies
 | * TSL has processes and procedures for the safe handling, transport, storage, and use of reagents and supplies.
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| * Safety Training
 | Training in safety practices is * Provided in each facility at orientation and on an ongoing basis, as needed, or as required by regulations.
* Training includes but is not limited to:
* Review of the Safety Manual
* Fire/disaster plans and responses
* Universal Precautions
* Hazardous Materials
* Infection Control
* Personal Protective Equipment.
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| **Quality Element** | **Action** | **Related Documents** |
| * Personal Safety
 | * HMC provides personal protective equipment necessary for personnel to work safely, and to patients and visitors as required.
* Safety devices, including eyewash stations are available and checked as required at regular intervals
* Employee who wear contact lenses are identified, and a list maintained in the Laboratory Safety Manual
 | * Use of PPE Equipment in the Transfusion Service Lab
* Eyewash Station Quality Control
* Laboratory Safety Manual
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| * Employee Health
 | * HMC Employee Health Department is available for any non-emergent employee injury.
* HMC Employee Health provides the following:
* Basic health screening
* Mandated occupational health assessment.
* Surveillance and Immunization services to employees
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| * Equipment
 | * New equipment is checked and certified by Clinical Engineering before being placed into use.
* Appropriate “Remove from Service” procedure is followed when equipment is being repaired.
* During safety inspections, electrical cords are checked for damage, and portable equipment is checked for grounding.
 | * Removing Equipment from Service and Returning It to Use
* Equipment Out of Service Form
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| * Fire Safety
 | * HMC has a comprehensive Fire Plan and undergoes regular inspections by the Fire Marshall of the Seattle Fire Dept.
* Within the TSL:
* Fire exits are clearly identified and are kept clear.
* Escape routes are clearly posted.
* Regular fire drills are held.
* Fire alarms, sprinkler systems, portable extinguishers, and flammable spill kits are maintained in good working order, and are available for use.
* Personnel are trained in the use of spill kits and fire safety equipment.
 | * Laboratory Medicine Safety Manual
* Spill Clean-Up in the TSL
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| * Disaster Recovery and Emergency Preparedness
 | * TSL participates in organizational planning for Disaster Response/Recover and Emergency Preparedness.
* TSL Manager is a participant in the HMC Disaster Planning Committee.
* The laboratory’s roles and responsibilities are outlined in the Safety Manual, and are available to all personnel.
* An emergency contact list is maintained and available to key individuals within the organization.
 | * HMC Disaster Plan
* Transfusion Service Disaster Plan
* Laboratory Medicine Safety Manual
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**References**

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