**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 |
| * Lab Medicine Safety Officer | * Maintain awareness of, and support current safety practices. * Identify opportunities for improvement. * Participate in emergency preparedness. | | * HMC Disaster Plan |
| * 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 |
| * 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 |
| * 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 |
| * 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 |
| * Reagents and Supplies | * TSL has processes and procedures for the safe handling, transport, storage, and use of reagents and supplies. |  |
| * 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 |
| * 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 |  |
| * 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 |
| * 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 |
| * 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 |

**References**

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