

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
GENERAL REQUIREMENTS FOR PERSONAL AND LABORATORY SAFETY**

=====

Effective Date: December, 1995
Cross Referenced:
Reviewed Date: 5/2012
Revised Date: 1/07, 8/11, 1/12

Policy No: GENLAB 11.01
Origin: General Lab
Authority: Laboratory Director
Page: 1 of 3

PRINCIPLE: In the event an instrument needs to be shut down or rebooted, the following procedure needs to be implemented.

PROCEDURE: As follows.

POWER-DOWN PROCEDURE

A. STAGO COMPACT/SATELLITE

1. The Stago Compact and /or Satellite should be in the ready mode with no specimens running, and the computer screen should be on the Main Menu.
2. Choose the Halt function.
3. The instrument will prompt if you want to power down.
4. Click yes
5. The ON/OFF switch is located on the back of the instrument on the left.

PURPOSE: To establish safety guidelines for employees working the laboratory. HRMC Laboratory Staff adhere to HRMC policy AD101. The printed Safety Manual is located on the Coagulation Shelf.

POLICY: As follows.

Smoking is prohibited on the hospital grounds.

Eating and drinking are also prohibited in the technical work areas. It is poor laboratory practice, because specimens (blood, urine, feces, sputum) containing a variety of pathogens are handled daily in the technical work area and stored in the lab refrigerators.

Food is not permitted in technical refrigerators.

Application of cosmetics in the technical work area is prohibited.

Contact lenses, especially the soft ones, will absorb certain solvents and also constitute a hazard in splashes or spills. They offer no protection from a splash and may concentrate caustic material against the cornea or prevent tears from washing a caustic away. You are strongly advised not to wear contacts in the laboratory.

Personal Protective Equipment consisting of lab coats, properly sized gloves and masks, and eye protection is required by all laboratory staff according to their position and needs.

Gloves must be worn at all times when handling blood and body fluids and when performing phlebotomy on patients.

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
GENERAL REQUIREMENTS FOR PERSONAL AND LABORATORY SAFETY**

=====

Effective Date: December, 1995
Cross Referenced:
Reviewed Date: 5/2012
Revised Date: 1/07, 8/11, 1/12

Policy No: GENLAB 11.01
Origin: General Lab
Authority: Laboratory Director
Page: 2 of 3

Face shields or eye protectors must be worn when handling caustic materials. The use of aerosol shields is required where tubes are uncapped for testing

Clothing: Lab Coats shall be worn when working in the laboratory and removed when out of the lab.. The intent of the rule is to reduce the transfer of microorganisms from the lab to patients and vice versa.

Shoes: should be comfortable, rubber soled and cover the entire foot (lace or loafer type).

Hair shall be secured back and off the shoulders in such a manner as to prevent it from coming into contact with contaminated materials or surfaces and also to prevent shedding of organisms into the work area. It is also important to keep hair out of moving machinery such as a centrifuge.

Men with beards must observe the same precautions. Long beards are a danger in regard to moving equipment and all beards are a source of bacterial contamination.

Mouth pipetting of specimens is prohibited. There are pipetting aids available for every task.

Exits and Aisles:

1. Must not be obstructed in any way. No equipment, chairs, supplies or trash are permitted in exit routes or areas.
2. Wheelchair or stretcher patients should be placed so as not to obstruct aisles or routes of egress.
3. Doors to the laboratory should be kept closed, and exit doors must not be blocked, bolted or obstructed in any way to block egress.

Isolation Procedures: The standard isolation and precaution policies of the hospital should be observed when indicated. Fit testing for N 95 masks will be conducted on an annual basis per hospital policy.

Good Housekeeping:

1. Flammable solvents will be disposed of in plastic containers and handled by Triumvirate Environmental.
2. Do not allow trash to accumulate in any area. Trash should be disposed of daily.
3. Use appropriate bins to dispose of trash – recycle, shred, red bag, sharps etc.
4. Decorations on lights and instruments are prohibited.

Glassware:

1. Do not use broken or chipped glassware. Discard it and order new.

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
GENERAL REQUIREMENTS FOR PERSONAL AND LABORATORY SAFETY**

=====

Effective Date: December, 1995

Cross Referenced:

Reviewed Date: 5/2012

Revised Date: 1/07, 8/11, 1/12

Policy No: GENLAB 11.01

Origin: General Lab

Authority: Laboratory Director

Page: 3 of 3

Sharps:

1. All sharps (needles, tubes, Kova tubes) are to be disposed of in the sharps containers.
2. Recapping or bending of needles is prohibited. Needles must be disposed of in the sharps containers.

Centrifuges:

1. Do not operate centrifuges unless the covers are closed (including serofuges). Keep hair, beard, neck ties, hair ribbons or other frilly or dangling items OUT OF THE WAY.

The Laboratory Director or designee (Manager) approves all changes to the safety policies and procedures before implementation.