

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\02\v02</b>	Page 1 of 5
Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>Quality Process - Laboratory Safety</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

**Policy:**

The Quality Process outlines the responsibilities for safety

**Purpose:**

The policy provides direction for all staff to do their part to ensure a safe and healthy work environment.

**Responsibility:**

Management and employees

**Key Elements:**

- Establish and maintain adequate standards, policies, procedures, work practices and maintenance of buildings and equipment to ensure a safe working environment
- Orient and train all staff in safe work practices and procedures in compliance with established hospital policies and procedures
- Participate in internal responsibility system by supporting activities of JHSC

**Related Documents:**

<a href="#"><u>JOINT HEALTH &amp; SC AND INTERNAL RESPONSIBILITY SYSTEM</u></a>	MI\LS\03\v01
<a href="#"><u>EMPLOYEE SAFETY ORIENTATION AND TRAINING</u></a>	MI\LS\04\v01

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**Procedure :**

<b>Department / Area</b>	<b>Responsibilities</b>	<b>Frequency</b>	<b>Supporting Documents</b>
TML / MSH	<ul style="list-style-type: none"> <li>• Ensure a safe and healthy work environment</li> </ul>		
General Manager, TML / MSH	<ul style="list-style-type: none"> <li>• Establish and maintain adequate standards, policies, procedures, work practices and maintenance of buildings and equipment to ensure a safe working environment</li> <li>• Ensure that a review of all safety policies, procedures and programs, and the Laboratory Safety Manual, is undertaken</li> <li>• Provide to the JHSCs the results of any written reports respecting Occupational Health and Safety and advise employees of the results of any such reports</li> </ul>	Annually	Laboratory Safety Manual
Department Heads Managers Supervisors	<ul style="list-style-type: none"> <li>• Establish a safety committee</li> <li>• Take every reasonable precaution to maintain a healthy and safe environment</li> <li>• Orient new staff to safety in the laboratory</li> <li>• Train staff in safe work practices and procedures in compliance with established hospital policies and procedures, including fire safety and WHMIS</li> <li>• Take appropriate action to correct any actual or potential health or safety hazard</li> </ul>	Fire safety - annually Training - on going	Safety committee minutes are posted under Health & Safety on the bulletin board

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<b>Department / Area</b>	<b>Responsibilities</b>	<b>Frequency</b>	<b>Supporting Documents</b>
Department Heads Managers Supervisors	<ul style="list-style-type: none"> <li>• Update MSDS sheets</li> <li>• Have a designated Safety Officer</li> <li>• Participate in internal responsibility system by supporting activities of JHSC</li> <li>• Address recommendations of JHSC</li> </ul>	Annually	
All employees Students Visitors	<ul style="list-style-type: none"> <li>• Observe established hospital policies and procedures</li> <li>• Participate in safety training, including fire safety and WHMIS</li> <li>• Work in a safe and prudent manner</li> <li>• Report any actual or potential safety hazards to his/her Supervisor/ Manager</li> <li>• Prevent loss of, or damage to, hospital property due to unsafe work practices</li> <li>• Use personal protective equipment provided</li> </ul>		
Joint Health and Safety Committees	<ul style="list-style-type: none"> <li>• Promote safe work practices and conditions</li> <li>• Conduct regular workplace inspections</li> <li>• Promote educational programs to increase health and safety awareness at work</li> <li>• Recommend appropriate action on discovered or reported unsafe equipment, working conditions or practices and on actual or potential health or safety hazards</li> </ul>		Terms of Reference of JHSCs: TGH, TWH, PMH, TML, SPS

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<b>Department / Area</b>	<b>Responsibilities</b>	<b>Frequency</b>	<b>Supporting Documents</b>
Infection Prevention and Control Committee	<ul style="list-style-type: none"> <li>• Orient new staff to body substance precautions</li> <li>• Review new protocols for treatment of needlestick injuries</li> <li>• Act as resource on infection prevention and control</li> </ul>	Orientation as required	
Human Resources	<ul style="list-style-type: none"> <li>• Address recommendations of JHSC</li> </ul>	On-going	
Occupational Health and Safety Department	<ul style="list-style-type: none"> <li>• Provide professional assistance and guidance in achieving a safe and healthful work environment</li> <li>• Orient new staff to safety in the hospital</li> <li>• Resource for: <ul style="list-style-type: none"> <li>• WHMIS</li> <li>• Transportation of dangerous goods</li> <li>• Spills</li> <li>• Designated substances</li> <li>• MSDS sheets</li> <li>• Accident investigation</li> <li>• Hazard assessment</li> <li>• Air quality</li> <li>• Ergonomic assessments</li> <li>• Physical demands studies</li> <li>• Special investigations</li> </ul> </li> <li>• Occupational Health &amp; Safety Clinic <ul style="list-style-type: none"> <li>• Assess / treat workplace injuries / illness</li> <li>• Establish return-to-work procedures</li> <li>• Facilitate return-to-work</li> </ul> </li> </ul>	Orientation  As required	Occupational Health & Safety Act of Ontario and pursuant Regulations

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<b>Department / Area</b>	<b>Responsibilities</b>	<b>Frequency</b>	<b>Supporting Documents</b>
Emergency Department	<ul style="list-style-type: none"> <li>Assess / treat workplace injuries / illness</li> </ul>		
Fire Marshal	<ul style="list-style-type: none"> <li>Fire safety in hospital</li> <li>Conducts fire drills</li> <li>Conducts monthly fire safety seminars</li> <li>Trains Departmental Fire Wardens</li> <li>Provides input for fire safety seminars at TML St. Patrick Site</li> </ul>		Ontario Fire Code
Plant Operations and Maintenance	<ul style="list-style-type: none"> <li>Address requests for necessary repairs in a timely manner</li> <li>Ensure adequate operation of engineering controls</li> </ul>		