

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MILS\05\v02</b>	Page 1 of 2
Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>Good Laboratory Practice - Summary</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

**Policy:**

Ensure all employees understand and recognize, report &/or respond to potential hazards while in the workplace.

**Purpose:**

Through the use of good laboratory practices hazards are minimized or eliminated completely

**Responsibility:**

Management and employees

**Related Documents**

<a href="#">EMPLOYEE SAFETY ORIENTATION AND TRAINING</a>	MI\LS\04\v01
<a href="#">BODY SUBSTANCE PRECAUTIONS</a>	MI\LS\06\v01
<a href="#">GENERAL CHEMICAL SAFETY</a>	MI\LS\11\v01
<a href="#">GENERAL CONTROL MEASURES</a>	MI\LS\24\v01
<a href="#">FIRE SAFETY</a>	MI\LS\25\v01
<a href="#">PERSONAL PROTECTIVE EQUIPMENT</a>	MI\LS\33\v01

**Procedure:**

Good Laboratory Practice includes the following:

Be aware / Take care	<ul style="list-style-type: none"> <li>• Be familiar with all lab operations, procedures and equipment.</li> <li>• Injuries may arise from careless treatment of simple, common operations. Always endeavor to be aware of the possible implications of every action / inaction.</li> <li>• Work with another person present (if possible).</li> <li>• Caution when handling needles and syringes.</li> </ul>
Hazardous materials	<ul style="list-style-type: none"> <li>• Learn about the hazardous properties of all materials used in the workplace. Observe safe handling, storage, disposal and emergency procedures. Treat unknown materials as potentially hazardous.</li> </ul>
Knowledge of emergency procedures / Location of emergency equipment	<p>Be knowledgeable about:</p> <ul style="list-style-type: none"> <li>• Emergency reporting procedures, telephone numbers, location of telephones.</li> <li>• Floor lay-out, location of exits and designated evacuation routes, exit procedures, sound of fire alarm, location of fire alarm pull stations and fire extinguishers.</li> <li>• Location of eyewash stations, overhead and hand-held showers, spill clean-up kits.</li> <li>• Operating procedures for all safety and emergency equipment.</li> </ul>

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\05\v02</b>	Page 2 of 2
<b>Laboratory Safety Manual</b>	<b>Revision Date: December 18, 2003</b>	

Personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>• Wear appropriate PPE (e.g., laboratory coats or gowns, gloves, safety goggles or face shields, aprons) for the work being conducted.</li> <li>• Wear closed shoes, with heels not more than 1 ¼ “ in height.</li> <li>• Secure hair/beard if its length may interfere with laboratory work.</li> <li>• Restrain loose clothing. Remove jewelry when working with chemicals, biohazards, radioactive material, flames or moving machinery.</li> <li>• Leave laboratory coats in the lab.</li> </ul>
Ingestion of hazardous materials	<ul style="list-style-type: none"> <li>• Do not eat, drink or smoke in the laboratory; apply lip salve, cosmetics or contact lenses; insert fingers, pencils, etc., in the mouth; lick envelopes or labels.</li> <li>• Do not store food or beverages in any refrigerator that contains body substances or chemicals. Label all refrigerators and freezers that contain body substances as biohazardous.</li> <li>• Store food and beverages only in designated areas of the lab.</li> </ul>
Work area	<ul style="list-style-type: none"> <li>• Keep work area neat, organized and free of clutter.</li> <li>• Clean and decontaminate work surfaces at the end of each work shift.</li> <li>• Keep lab corridors free of obstructions and tripping hazards.</li> <li>• Do not use decorations that can be contaminated or present a fire hazard</li> <li>• Keep personal property out of the laboratory area</li> </ul>
Chemicals	<ul style="list-style-type: none"> <li>• Conduct procedures using volatile, toxic or flammable chemicals in a chemical fume hood.</li> </ul>
Biohazardous aerosols	<ul style="list-style-type: none"> <li>• Conduct procedures potentially generating aerosols in a biological safety cabinet.</li> </ul>
Pipetting	<ul style="list-style-type: none"> <li>• Use only mechanical pipetting devices for pipetting. Do not mouth pipette.</li> </ul>
Access	<ul style="list-style-type: none"> <li>• Do not allow unauthorized personnel access to the laboratory. Laboratories should be locked when unattended.</li> <li>• Post hazard warning signs indicating risk level of agents being used in each lab.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Check the safe working condition of all equipment before operating it.</li> </ul>
Accidents	<ul style="list-style-type: none"> <li>• Report all accidents, incidents and adverse health effects related to working in the laboratory within 24 h.</li> </ul>
Immunization	<ul style="list-style-type: none"> <li>• Workers should be protected by appropriate immunization and antibody levels documented.</li> </ul>