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Section: Laboratory Safety Manual	Subject Title: Body Substance Precautions	
Issued by: LABORATORY MANAGER	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

Policy:

All body substances from all patients must be considered potentially infectious. Use appropriate personal protective equipment when contact with body substances is deemed likely.

Purpose:

Body Substance Precautions is a system that decreases the risk of transmission of organisms by the use of barrier techniques.

Responsibility:

Management and employees

Key Elements:

- Hand washing
- Use personal protective equipment
- Use good laboratory practices

Related Documents:

<u>GOOD LABORATORY PRACTICE - SUMMARY</u>	MI\LS\05\01
<u>PERSONAL PROTECTIVE EQUIPMENT</u>	MI\LS\33\01

Procedure :

1. Handle all specimens as if they are potentially infectious. Biological safety cabinets (Class II) are used to process all specimens.
2. Wash your hands thoroughly:

<p>Before:</p> <ul style="list-style-type: none"> • Beginning work • Direct patient contact • Leaving the laboratory • Going to the washroom 	<p>After:</p> <ul style="list-style-type: none"> • Contact with biological material • Removal of gloves • Direct patient contact • Going to the washroom • Covering your mouth or nose due to cough or sneeze
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3.

Hand wash sinks	<ul style="list-style-type: none"> • Designate hand wash sinks in areas close to exits • If the designated sink is a general laboratory sink, label as "Hand wash only" and enforce • Equip hand wash sinks with soap / appropriate disinfectant and disposable towels • Appropriate hand washing material provided for staff with allergies/reactions to specific compounds • Do not use hand wash sinks to dispose of any hazardous waste • It is the responsibility of the Department Head, Principal Investigator or Laboratory Supervisor to ensure that hand wash sinks are available, accessible and properly equipped at all times
Cidarinse	<ul style="list-style-type: none"> • In patient care areas where there is no hand-washing sink, use Cidarinse (an alcohol-based rinse) to wash hands

4. Wear disposable gloves when handling specimens. Remove them and wash hands before leaving the laboratory. All used gloves are disposed of in yellow biohazard bags. Do not touch your face/hair or clean areas with gloves on.
5. Wear an appropriate long sleeved cuffed laboratory coat with a closed front at all times when working in the laboratory. Remove the lab coat prior to exiting the work area or entering office areas. When not in use, hang laboratory coats on hooks provided near exits, away from fire hazards. Laboratory coats may not be worn outside the laboratory. Staff whose duties take them out of lab shall wear clean coats/gowns while with patients (eg. phlebotomists)
6. If there is potential for splashing/aerosolization with body fluids, use additional personal protective equipment such as aprons, goggles and face shields, or perform procedures in a biological safety cabinet or behind a protective shield. Keep biological safety cabinets clear of clutter.
7. To remove caps on blood specimens, gently loosen the cap and release tube from behind a shield or in a direction away from the technologist.
8. Change protective clothing when necessary to ensure cleanliness or when contaminated with hazardous material. Place soiled linen in the clear plastic soiled linen bag. If a laboratory coat becomes grossly soiled with biological material, remove it immediately and place it in the soiled linen bag.

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9. Whenever airborne infectious agents, e.g. *M. tuberculosis*, are being handled, a PCM2000 face mask must be worn in addition to other barrier protection.

10. Specimen handling:
 - Each health care facility must ensure a transport system which prevents specimen leakage and breakage, e.g., ziplock plastic bag.
 - Train personnel who transport specimens in safe handling practices and in decontamination procedures in case of a spill.
 - Place all specimens into a leak-proof primary container with a secure closure.
 - Place specimens contaminated on the outside into a secondary container.
 - Protect laboratory requisitions from contamination by separating them from the primary labeled container. If using a ziplock bag any paperwork should be placed in the outside pocket away from the specimen.
 - Personnel receiving specimens must examine them for visible contamination or breakage before opening.
 - If contaminated containers or broken specimens are received, consult the Specimen Rejection Criteria to determine how to handle these specimens.
 - Discard and replace (by rewriting) visibly contaminated laboratory requisitions.