TML\MSH Microbiology Department Policy & Procedure Manual	**Policy # MI\LS\24\v02**	Page 1 of 2
Section: **Laboratory Safety Manual**	Subject Title: **General Control Measures**	
Issued by: **LABORATORY MANAGER**	Original Date: April 20, 2001	
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Policy:

By the provision of comprehensive health, safety, communicable disease and environmental control measures MSH is able to protect employees against any health or safety hazard in the workplace.

Purpose:

This policy ensures a hazard free work environment for all employees

Responsibility:

Management and personnel

Key Elements:
- Location of the control
- Types of controls

Related Documents:

GOOD LABORATORY PRACTICE - SUMMARY	MI\GEN\05\v01

Procedure:

Location of the control	Control	Examples
At the source of the hazard	- Elimination - Substitution - Isolation	- Redesign work station, equipment or work process - Use non-hazardous or less hazardous material or process - Closed tube system in automated analyzer - Interlocks on centrifuges
Along the path between the hazard and the worker	- Local ventilation - Portable barrier or screen which prevent exposure to energy hazards, e.g., heat, noise, electricity, some forms of ionizing radiation - General housekeeping measures	- Biological safety cabinet, chemical fume hood, vents at rear of bench - Sound baffles - Cleaning up spills, disposal of waste, proper cleaning
At the worker	- Administrative controls - Personal protective equipment	- Safety policies and procedures - Lab coats, gloves, aprons, safety goggles, face mask

Types of Controls	Examples
Engineering controls	Preferred method of control because they eliminate or significantly reduce exposure to workplace hazards, e.g., design of workstation, equipment, tools or environmental surroundings
Administrative controls	Actions taken by management to reduce employee exposure to hazards, e.g., - Job design - Policies and procedures for safe work practices - Personal controls, e.g., Use of personal protective equipment, - Hygiene practices and facilities, e.g., Hand wash sinks