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|  | Document Code:      | DPOTMH-L-100-P05                                     |
|   | Effective Date:     | 08-01-2022   |
|   | Document Type:      | Policy   |
|   | Page Number:        | 1 of 6   |
|   | Department/Section: | Laboratory Unit                                      |
|   | Document Title:     | <b>POLICY ON LABORATORY SAFETY AND GOOD PRACTICE</b> |

### **PURPOSE:**

To provide direction for all staff to do their part to ensure a safe and healthy work environment.

### **LEVEL:**

All Laboratory personnel

### **DEFINITION OF TERMS:**

**Laboratory-** is a place equipped for experimental study in a science or for testing and analysis.


**Hazardous-** involving or exposing one to risk

**Disinfectant-** is a chemical that destroys vegetative forms of harmful microorganisms (as bacteria and fungi) especially on inanimate objects but that may be less effective in destroying spores

**Material safety data sheet (MSDS)-** is a form containing data regarding the properties of a particular substance. An important component of product stewardship and workplace safety, it is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill handling procedures. The exact format of an MSDS can vary from source to source within a country depending on how specific is the national requirement.

**Good Laboratory Practice-** is a quality system management concerned with the organizational process and conditions under which non-clinical health and environmental safety studies are planned, performed, monitored, recorded,




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archived and reported. It is also defined as a set of quality standards for study conduct, data collection, and results reporting and reported results were collected as outlined in the protocol.

### **POLICY:**


1. Laboratory supervisors shall be responsible for ensuring that activities undertaken in their laboratories are consistent with the policy of providing a safe and healthful environment for laboratory staff and for those who provide services to the laboratory.
2. The supervisors and laboratory staff shall co-operate to reduce, to the extent practicable, the risk of injury in the laboratories.
3. Laboratory staff shall be trained to be able to respond effectively to accidents that are reasonably foreseeable.
4. Reasonable efforts should be made to ensure that all equipment has appropriate safety features and that such features are properly utilized.
5. The Laboratory Manual and the MSDS Manual shall be readily accessible during each work shift to employees when they are inside the laboratory.
6. All equipment shall undergo routine preventative maintenance including function and safety checks.
  - 6.1. All Instruments shall be calibrated regularly, well maintained and 100% functional.
  - 6.2. Quality Control shall be ensured at all times.
  - 6.3. Keep complete and detailed service records for each piece of equipment.
7. All equipment shall be decontaminated before and after using.



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8. Ensure that hands and work surfaces are dry before touching electrical equipment or connecting cords.
9. Examine all wiring, plugs, and extension cords for any signs of exposed wires, fraying or deteriorating insulation. Replace if necessary.
10. All routine work should follow written standard operating procedures.
11. Only Registered Medical Technologist and Pathologist shall be allowed to perform the tests inside the laboratory.
12. All Medical Technologist shall abide with the following good laboratory practices:
  - 12.1. Awareness
    - a) Be familiar with all lab operations, procedures and equipment as injuries may arise from careless treatment of simple, common operations.
    - b) Always be aware of the possible implications of every action / inaction.
    - c) Work with another person present (if possible).
    - d) Caution when handling needles and syringes
  - 12.2. Hazardous materials
    - a) 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.
  - 12.3. Be knowledgeable about:
    - a) Emergency reporting procedures, telephone numbers, location of telephones.
    - b) 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.



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- c) Location of eyewash stations, overhead and hand-held showers, spill clean-up kits.
- d) Operating procedures for all safety and emergency equipment.

#### 12.4. Personal protective equipment (PPE)

- a) Wear appropriate PPE (e.g., laboratory coats or gowns, gloves, safety goggles or face shields, aprons) for the work being conducted.
- b) Wear closed shoes, with heels not more than 1 ¼ "in height.
- c) Secure hair/beard if its length may interfere with laboratory work.
- d) Restrain loose clothing especially in working with potentially infectious specimens
- e) Leave laboratory coats in the lab.

#### 12.5. Ingestion of hazardous materials

- a) Do not eat, drink or smoke in the laboratory; apply lip salve, cosmetics or contact lenses; insert fingers, pencils, etc., in the mouth;
- b) Do not store food or beverages in the laboratory refrigerator that contains specimens, hazardous substances or chemicals. Label all refrigerators and freezers that contain body substances as biohazardous.


#### 12.6. Work area

- a) Keep work area neat, organized and free of clutter.
- b) Clean and decontaminate work surfaces at the end of each work shift.
- c) Keep lab corridors free of obstructions and tripping hazards.
- d) Do not use decorations that can be contaminated or present a fire hazard
- e) Keep personal property out of the laboratory area

#### 12.7. Biohazardous aerosols

- a) Conduct procedures potentially generating aerosols in a biological safety cabinet



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12.8. Access

- a) Do not allow unauthorized personnel access to the laboratory. Laboratories should be locked when unattended.
- b) Post hazard warning signs indicating risk level of agents being used in each lab.

12.9. Equipment

- a) Check the safe working condition of all equipment before operating

12.10. Accidents

- a) Report all accidents, incidents and adverse health effects related to working in the laboratory within 24 h. Ensure that proper documentation and incident reporting.


12.11. Immunization

- a) Workers should be protected by appropriate immunization and antibody levels should be documented.

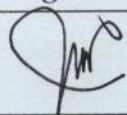
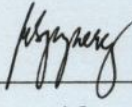


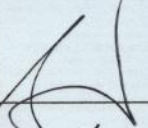
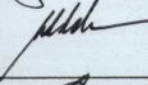
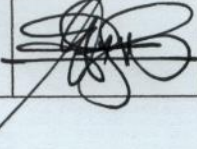
13. All results shall be verified before their release, ensure 100% compliance to Turn-Around-Time.


14. All Laboratory personnel shall check the requested procedure and identify the correct patient before starting the procedure/ performing specimen extraction.



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**APPROVAL:**

|                        | Name/Title  | Signature   | Date       |
|------------------------|---|---|------------|
| Prepared by:           | <b>JASON ALDRIN G. TAN, RMT</b><br>Chief Medical Technologist- Una Konsulta                         |    | 07-29-22   |
| Verified:              | <b>MARIE SHARON P. PEREZ, MBA-HA, FPCHA</b><br>Una Konsulta Manager                                 |    | 8-2-22     |
|                        | <b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b><br>Chair, Department of Pathology                          |   | 07-29-22   |
| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b><br>Quality Assurance Supervisor                        |  | 08-30-2022 |
| Recommending Approval: | <b>RONEL G. SARIO, MD, FPCP</b><br>Medical Director- Una Konsulta                                   |  | 8-10-22    |
|                        | <b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b><br>Vice President- Chief Operating Officer |  | 09/06/22   |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO   |  | 9/11/22    |

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**PURPOSE:**

To provide direction for all staff to do their part to ensure a safe and healthy work environment.

**SCOPE:**

Applies to all Laboratory Unit staff of Una Konsulta


**PERSON RESPONSIBLE:**

All Laboratory personnel, Medical Technologist, Clerk

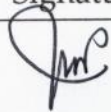
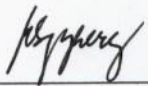



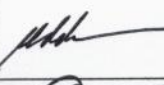
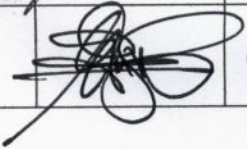
**PROCEDURE:**

1. All Laboratory personnel shall undergo proper training and orientation about laboratory safety and good practices during the start of their employment. They shall pass the competencies set by the department to ensure that they have the proper knowledge and skills.
2. All Laboratory personnel shall ensure that the workplace is clean and safe to work on to at the start of the shift.
3. Check for the functionality of all equipment before operating them and immediately report any issues.
4. Wear proper PPE and perform hand hygiene.
5. In any Laboratory procedure, Medical Technologist shall always check the doctor's order prior to extraction.
6. The Medical Technologist ensures that the workplace is clean after the procedure.




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**APPROVAL:**


|                        | Name/Title  | Signature   | Date       |
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| Prepared by:           | <b>JASON ALDRIN G. TAN, RMT</b><br>Chief Medical Technologist- Una Konsulta                         |    | 8-2-22     |
| Verified:              | <b>MARIE SHARON P. PEREZ, MBA-HA, FPCHA</b><br>Una Konsulta Manager                                 |    | 8-2-22     |
|                        | <b>MELANIE ROSE B. ZERRUDO, MD, FPSP</b><br>Chair, Department of Pathology                          |   | 07-29-22   |
| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b><br>Quality Assurance Supervisor                        |  | 08-30-2022 |
| Recommending Approval: | <b>RONEL G. SARIO, MD, FPCP</b><br>Medical Director- Una Konsulta                                   |  | 8-10-22    |
|                        | <b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b><br>Vice President- Chief Operating Officer |  | 09/05/22   |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO   |  | 9/11/22    |



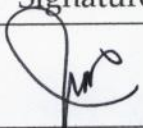
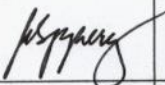


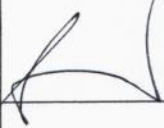
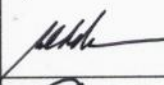
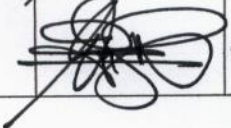
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|  | Document Code:      | DPOTMH-L-100-P05-WI01                                |
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| KEY TASKS   | PERSON RESPONSIBLE                                |
|---|---|
| 1. Undergoes proper training and orientation about laboratory safety and good practices during the start of their employment. They shall pass the competencies set by the department to ensure that they have the proper knowledge and skills | All Laboratory personnel/<br>Medical Technologist |
| 2. Ensures that the workplace is clean and safe to work on to at the start of the shift   |   |
| 3. Checks for the functionality of all equipment before operating and immediately report any issues.  |   |
| 4. Wears proper PPE and performs hand hygiene   |   |
| 5. Checks the doctor's order prior to extraction  |   |
| 6. Ensures that the workplace is clean after performing procedures.   |   |



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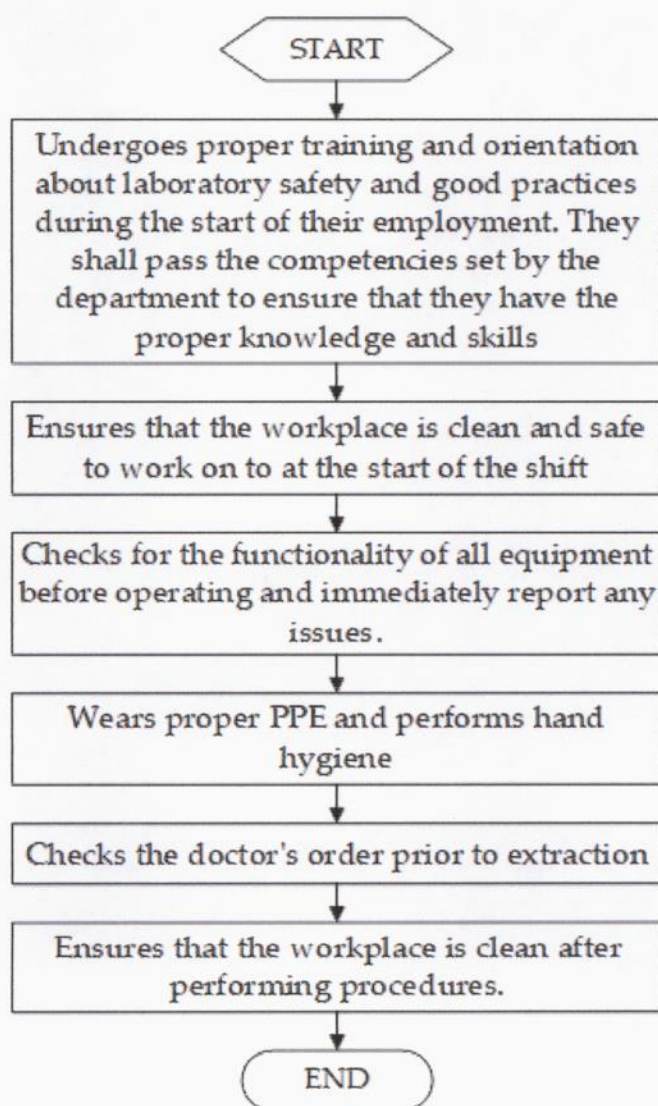
|                        | Name/Title  | Signature   | Date     |
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| Prepared by:           | <b>JASON ALDRIN G. TAN, RMT</b><br>Chief Medical Technologist- Una Konsulta                         |    | 07-29-22 |
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| Recommending Approval: | <b>RONEL G. SARIO, MD, FPCP</b><br>Medical Director- Una Konsulta                                   |  | 8-10-22  |
|                        | <b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b><br>Vice President- Chief Operating Officer |  | 09/05/22 |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO   |  | 9/11/22  |






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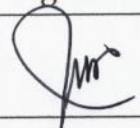
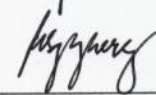


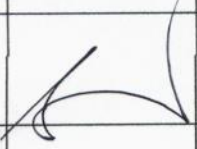
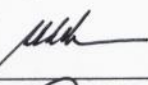
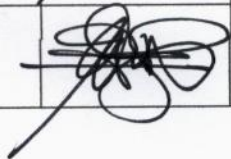
## FLOWCHART





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| Verified:              | <b>MARIE SHARON P. PEREZ, MBA-HA, FPCHA</b><br>Una Konsulta Manager                                 |    | 8/2/22     |
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| Recommending Approval: | <b>RONEL G. SARIO, MD, FPCP</b><br>Medical Director- Una Konsulta                                   |  | 8/10/22    |
|                        | <b>SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA</b><br>Vice President- Chief Operating Officer |  | 09/05/22   |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO   |  | 9/11/22    |