

QSE 3: Facilities and Safety Management

Policy	The laboratory facilities are designed, renovated, used, and maintained to meet all applicable requirements for safety, efficiency, and ergonomics. Laboratory practices ensure the safety of all employees and visitors.
Purpose	This policy provides direction for the processes and procedures to effectively manage the laboratory's facilities and safety practices.
Responsibility	<p>The Laboratory Medical Director is responsible for working with the parent organization to obtain optimal facilities and for laboratory safety.</p> <p>The Laboratory Supervisor is responsible for communicating the needs of the laboratory through workflow analysis and for providing a safe workplace for all laboratory personnel.</p> <p>The Laboratory Safety Officer is responsible for providing guidance to laboratory management and staff regarding safety issues and responsibilities.</p> <p>The Lead Technologists are responsible for training and adherence of staff to safety policies</p> <p>Facilities management is responsible for the general maintenance of the facility.</p>
Facility Space Allocation, Design, and Renovation	The laboratory work areas are designed such that the workload can be performed without compromising the quality of work or the safety of personnel or patients.
Personnel Safety	The laboratory provides a safe working environment and opportunities for each employee to comply with safety requirements by providing training and appropriate personal protective and other safety equipment.
Facility Maintenance	The facility is routinely inspected and maintained as a safe and comfortable workspace.
Supporting Documents	<p>The following processes support this policy:</p> <ul style="list-style-type: none"> • Laboratory Design • Safety Procedures, Records, and Audits • Safety Training • Safety Equipment Availability and Use



Process for Laboratory Design

What Happens	Who's Responsible	Procedures
The laboratory work areas are designed to be sufficient in size, comfortable for work processes, ergonomically correct, and suitable for protection against chemical or biological hazards	<ul style="list-style-type: none"> Laboratory Director Laboratory Safety Officer 	<ul style="list-style-type: none"> Facility Policies and Procedures Laboratory Design CLSI Document GP18 – Laboratory Design
Renovation of the laboratory is performed as needed to maintain safe and ergonomic practices	<ul style="list-style-type: none"> Laboratory Director Laboratory Safety Officer 	<ul style="list-style-type: none"> Facility Policies and Procedures Laboratory Design
Governmental, accreditation, and organizational requirements are met for current laboratory needs	<ul style="list-style-type: none"> Laboratory Director Laboratory Supervisor Laboratory Safety Officer 	<ul style="list-style-type: none"> Laboratory Design Governmental, Accreditation, and Organizational Requirement Checklists
The laboratory work process is designed for best flow and ergonomics	<ul style="list-style-type: none"> Laboratory Supervisor Laboratory Safety Officer 	<ul style="list-style-type: none"> Laboratory Design
Laboratory-specific environmental requirements are met for energy sources, water, lighting, ventilation, temperature and humidity control, noise control, and waste disposal	<ul style="list-style-type: none"> Laboratory Director Laboratory Supervisor Laboratory Safety Officer Facilities Management 	<ul style="list-style-type: none"> Laboratory Design Hazardous Waste Management CLSI Document GP-18 – Laboratory Design
Storage areas for materials, reagents and consumables are defined, secure, and adequate for maintaining their integrity and uninterrupted supply to the laboratory	<ul style="list-style-type: none"> Laboratory Director Laboratory Supervisor Laboratory Safety Officer 	<ul style="list-style-type: none"> Supply and Reagent Inventory Laboratory Design
Access to the laboratory is controlled and signs are present indicating the types of hazards present within the laboratory	<ul style="list-style-type: none"> Laboratory Director Laboratory Supervisor Laboratory Safety Officer 	<ul style="list-style-type: none"> Laboratory Design Facility Policies and Procedures Safety Manual
The facility is routinely inspected and maintained as a safe, clean, and comfortable workspace.	<ul style="list-style-type: none"> Laboratory Director Laboratory Safety Officer Facilities Management 	<ul style="list-style-type: none"> Facilities Management Policies and Procedures



Process for Safety Procedures, Records, and Audits

What Happens	Who's Responsible	Procedures
A laboratory-specific safety manual is available in all work areas, read by all new employees, and reviewed and updated by laboratory management at least annually	<ul style="list-style-type: none"> Laboratory Director Laboratory Supervisor Laboratory Safety Officer Technologists/Technicians 	<ul style="list-style-type: none"> Laboratory Safety Manual Safety Training
A documented chemical hygiene plan and MSDS are available to laboratory personnel at all times. These are reviewed annually.	<ul style="list-style-type: none"> Laboratory Director Laboratory Supervisor Laboratory Safety Officer 	<ul style="list-style-type: none"> Laboratory Safety Manual Chemical Hygiene Plan MSDS
There is a documented plan for storage and disposal of hazardous waste materials	<ul style="list-style-type: none"> Laboratory Supervisor Laboratory Safety Officer 	<ul style="list-style-type: none"> Hazardous Waste Management
Processes are in place to ensure a safe and secure environment and emergency treatment is available for personal injuries	<ul style="list-style-type: none"> Laboratory Supervisor Laboratory Safety Officer Emergency Service Providers 	<ul style="list-style-type: none"> Laboratory Safety Manual Emergency Service Contact Information
All safety-related records (including employee injury records, personnel training records, employee reports of hazards, hazardous waste disposal records) are maintained and reviewed	<ul style="list-style-type: none"> Laboratory Supervisor Laboratory Safety Officer 	<ul style="list-style-type: none"> Laboratory Safety Manual
The laboratory conducts an internal safety inspection at least annually	<ul style="list-style-type: none"> Laboratory Director Laboratory Supervisor Laboratory Safety Officer 	<ul style="list-style-type: none"> Laboratory Safety Manual Safety Inspections



Process for Safety Training

What Happens	Who's Responsible	Procedures
Personnel read and document understanding of the Safety Manual and other job-related safety SOPs at initial hiring and when changes are made to the documents	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer • Technologists/Technicians 	<ul style="list-style-type: none"> • Laboratory Safety Manual • Chemical Hygiene Plan • MSDS • Safety-Related SOPs
New employees participate in orientation safety training (including fire safety, chemical safety, infection control, blood-borne pathogens, universal and standard precautions, appropriate use of PPE)	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer • Technologists/Technicians 	<ul style="list-style-type: none"> • New Employee Orientation • Safety Training
All employees participate in safety training at least annually	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer • Technologists/Technicians 	<ul style="list-style-type: none"> • Safety Training
Evacuation, fire, or other emergency drills are practiced on each shift at least annually	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer • Technicians/Technologists 	<ul style="list-style-type: none"> • Personnel Competency • Safety Training
Documentation of safety-related training and competency is maintained for all personnel	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer 	<ul style="list-style-type: none"> • Personnel Training Documentation



Process for Safety Equipment Availability and Use

What Happens	Who's Responsible	Procedures
Personal Protective Equipment (PPE) is available to and used appropriately by all laboratory personnel	<ul style="list-style-type: none"> • Laboratory Director • Laboratory Supervisor • Laboratory Safety Officer • Technologists/Technicians 	<ul style="list-style-type: none"> • Use of PPE • Reagent and Supply Inventory
First Aid supplies and procedures for obtaining emergency care are available	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer 	<ul style="list-style-type: none"> • Reagent and Supply Inventory • First Aid and Emergency Medical Contacts and Procedures
Eye wash stations are available and tested at least weekly	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer 	<ul style="list-style-type: none"> • Safety Manual • Reagent and Supply Inventory
Safety showers are available and tested at least annually	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer 	<ul style="list-style-type: none"> • Safety Manual • Reagent and Supply Inventory
Fire extinguishers are available and checked at least monthly by laboratory staff. They are checked professionally at least annually	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer • Fire Safety Professionals 	<ul style="list-style-type: none"> • Safety Manual • Fire Safety
All chemicals and biological materials are labeled correctly, including any relevant hazard labels or safety instructions	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer 	<ul style="list-style-type: none"> • Safety Manual • MSDS
All chemical and biological hazards are stored appropriately	<ul style="list-style-type: none"> • Laboratory Supervisor • Laboratory Safety Officer 	<ul style="list-style-type: none"> • Safety Manual • MSDS