

Biological Safety

- Always wash your hands when leaving the laboratory.
- Biological materials which can transmit disease may be found inside the laboratory.
- Do not touch any materials yourself unless it is part of your job description and have therefore been trained, or unless first discussed with a laboratory employee.
- Inform a laboratory staff member if you may have come in contact with any biological material.
- Decontamination of equipment is required before removal from the laboratory for repair or disposal.

Chemical Spill

- Do not attempt to clean up a chemical spill yourself. Always inform a laboratory staff member who will determine the appropriate response.

Chemical Contact

- Call for help immediately.
- Flush eyes or skin with cool water immediately and continue for 15 minutes.
- Use the emergency showers that are located in the laboratories. Check for an overhead sign for the nearest location.
- Use the eyewash stations located on laboratory sinks or showers (may be identified by overhead signage).
- Remove contaminated clothing as you rinse.



Our Vision

*Healthy People
Healthy Saskatchewan*

To help maintain a safe and healthy workplace for all staff and visitors, please read this pamphlet and return with your signature before entering the laboratory. Any questions can be directed to a member of the laboratory staff.

Printed Name: _____

Signature: _____

Date: _____

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Pathology and Laboratory Medicine
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Safety Pamphlet

For SHA Laboratory Visitors



Entering the Laboratory

- Laboratory staff members will be happy to assist you if you are unfamiliar with the area. Unauthorized individuals are not permitted in the laboratory area.
- Closed toe, closed heel shoes must be worn.
- Do not wear scented body products (eg. Perfume, cologne)
- Personal Protective Equipment must be worn in designated areas; you will be advised, and if necessary provided with, what is required.

Confidentiality

- All patient and staff information is confidential and visitors must sign an agreement before entering the laboratory.
- Any documents containing confidential information

*NO smoking on SHA premises
NO eating or drinking
in the laboratory*



Work Safety

- All work requires laboratory approval.
- Warning signs and barriers must be used where safety concerns suggest they are appropriate.
- Tools must never be left in an overhead work area, unless the areas below are isolated.
- Aisles and corridors must not be obstructed by any materials.
- Access to areas other than agreed to must first be requested from a staff member, who may escort you.

Chemical Safety

- Hazardous chemicals in the laboratory have Safety Data Sheets (SDS) available. Do not handle any unfamiliar chemicals without consulting with a staff member and reading the SDS.
- If your role requires you to bring new chemicals into the laboratory, it must first be discussed with a staff member.
- Specific Personal Protective Equipment is mandatory when handling hazardous chemicals. Consult staff for details.
- Eyewash stations are located in each department, and showers are located in most of the areas. Consult staff for details.

If you hear CODE RED

- This means there has been a fire alarm called in the area named in the announcement.
- If you are a hospital employee, follow the procedure for your department.
- If you are a non-hospital employee, consult a staff member about the procedure to be followed. If no one is available, exit the laboratory at the front entrance and wait for further instructions.

Fire

- If a fire is discovered where you are in the laboratory, follow the directions of the staff.
- If a staff member is not available:
- Ensure that no one is in danger.
 - Close doors.
 - Activate the nearest fire alarm. Skip this step until after you leave if you don't know the alarm location.
 - Call switchboard: pick up a phone, dial 321.
 - Say "Code Red", and give the location of the fire, plus your name and phone number.
 - Leave the area without delay. Don't stop to pick up personal belongings, tools, etc.

Codes

In addition to Code Red for Fire, you may hear other 'Codes' announced, i.e.: Code Yellow, Code White, etc. Any staff member can explain a code and how it may affect you; please ask if you do not know. If you hear Code Green followed by rapid ringing of the fire bells, it means an evacuation of the hospital is needed, and you must leave the area immediately. See the procedure below.

Evacuation Procedures

- If an evacuation from the laboratory is announced, stop what you are doing.
- If working on electrical equipment shut it off if possible.
- Shut the doors as you leave the room.
- Check for a staff member wearing an orange safety vest—they will be able to provide guidance and assistance.
- Guided by staff, leave the laboratory and building using the posted evacuation routes.
- Assemble as directed by staff.
- Do not re-enter the premises until instructed



Feeling Unwell?

To help protect all our staff and visitors from transmissible infectious diseases, we request that you reschedule your visit or have someone else perform your function should you have any of the following symptoms: fever, unexplained new cough, Influenza, diarrhea.

