

Clinical Process Instruction Manual

Safety Practices and Emergency Procedures Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) is compliant with the requirements of the Workplace Hazardous Materials Information System (WHMIS). WHMIS is administered by the Canadian Centre for Occupational Health and Safety under the Canadian Ministry of Labour and the Ontario Occupational Health and Safety Act under the Ontario Ministry of Labour.

TGLN also follows emergency procedures as dictated by its landlord.

For the purposes of this document, Staff may refer to the Surgical Recovery Coordinator (SRC), Multi Tissue Recovery Coordinator (MTRC), Tissue Recovery Coordinator (TRC), and/or the Inventory Assistant, Clinical Specialist – Organ, Clinical Specialists – Tissue.

Process:

Hazardous Material Safety

1. Staff will handle Hazardous Materials in accordance with *Hazardous Materials Training, Handling and Storage Process Instruction, CPI-9-1500*.
2. Staff will dispose of hazardous waste in accordance with the *Hazardous Waste Disposal Process Instruction, CPI-9-1506*.
3. Staff will handle hazardous spills in accordance with the *Biohazard and Chemical Spill Clean-up Process Instruction, CPI-9-1503*.
4. Staff shall wash hands as promptly and thoroughly as possible after contact with tissue, chemicals and equipment to reduce the risk of transmitting organisms from one person to another, or from one site to another. See *Routine Practices and Personal Protective Equipment Process Instruction, CPI-9-1504*.
5. Staff will not store food/liquid for human consumption in freezers and refrigerators used to store reagents, solutions or tissue.

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Electrical Safety

6. Staff shall take the following precautions to ensure electrical safety:
 - never work around electricity when you or your surroundings are wet.
 - do not overload circuits.
 - do not store items in front of an electrical panel.
 - do not use damaged outlets or adapters.
 - keep electrical cords away from heat and water.
 - always disconnect electrical equipment from the power source before cleaning.

Immunization and Surveillance

7. Staff shall be in compliance with TGLN's *Immunization Process Instruction, CPI-9-1505*.

Incidents

8. Staff shall report to their supervisor any health conditions that may impact their ability to recover or have an adverse effect on organs/tissues. Staff shall not perform a recovery if shown (either by medical examination or supervisory observation) to have a serious infectious condition (e.g., an apparent illness or open lesion) that may adversely affect the safety of the organs/tissue until the condition is determined to be resolved.
9. In the event of an accident or actual/potential safety incident, Staff shall seek First Aid if necessary, and then report the accident/incident. See *Work Injury and Exposure Process Instruction, CPI-9-1502*.
10. In the event of a needlestick or sharps injury, Staff shall contact their supervisor/manager. See *Work Injury and Exposure Process Instruction, CPI-9-1502*.

Sharps Safety

11. Staff shall be in compliance with TGLN's *Safe Handling, Use, and Disposal of Sharps Process Instruction, CPI-9-1509*.

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Musculoskeletal Disorder Prevention

12. Staff shall be in compliance with TGLN's *Manual Material Handling Process Instruction, CPI-9-1507*.
13. Staff shall be in compliance with TGLN's *Safe Donor Handling Process Instruction, CPI-9-1508*.

Fire Safety

14. In the event of a fire or disaster at TGLN, staff shall pull the fire alarm, grab the emergency supplies and evacuate. Staff shall notify building security and/or emergency personnel of the fire or disaster once they have safely evacuated the premises.
15. TGLN's evacuation procedure is outlined in the Building Evacuation Guidelines. The evacuation plan is summarized as follows:
 - 15.1. The alarm consists of a fast intermittent tone, signalling the need to evacuate immediately. Staff must proceed to the nearest exit and meet at a designated area as directed by the designated TGLN fire wardens and/or fire warden assistants.
 - 15.2. During an evacuation, staff can use both sides of the stairwell unless directed otherwise by emergency personnel.
 - 15.3. Staff that are unable to go down the stairwell shall wait at the reception desk to be rescued by emergency personnel.
 - 15.4. Staff shall not carry drinks or personal effects with them while evacuating (as they pose a tripping hazard), other than items that can be secured in a pocket.

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Records:

- No records

References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. J3.720, J3.200 (1) & (2)
- Fire Safety Plan for 522 University Avenue, A.G.E. Group Fire Safety, Canada, 2011.
- *Hazardous Materials Training, Handling and Storage Process Instruction, CPI-9-1500*
- *Immunization Process Instruction, CPI-9-1505*
- *Worker Injury and Exposure Process Instruction, CPI-9-1502*
- *Routine Practices and Personal Protective Equipment Process Instruction, CPI-9-1504*
- *Biohazard and Chemical Spill Clean-up Process Instruction, CPI-9-1503*
- *Hazardous Waste Disposal Process Instruction, CPI-9-1506.*
- *Manual Material Handling Process Instruction, CPI-9-1507.*
- *Safe Donor Handling Process Instruction, CPI-9-1508.*