



Clinical Process Instruction Manual

Forensic Services and Coroner's Complex Facilities Management Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) and the Forensic Services and Coroner's Complex (FSCC) provides and promotes a safe working environment by developing, implementing and enforcing safety procedures as they relate to facilities. Safety procedures shall include instructions for contacting emergency personnel and the establishment of evacuation routes and procedures in the event of fire or disaster. All safety procedures shall be approved and reviewed annually.

Designated space shall be designed or arranged to meet operational needs. Premises shall be maintained in a clean, sanitary, and orderly manner with adequate plumbing, drainage, lighting, ventilation, and space. Adequate, clean, and convenient hand washing facilities shall be available for personnel where applicable.

Process:

1. This process instruction describes the requirements and obligations under the Provincial Occupational Health and Safety regulations and Health Canada requirements as it relates to FSCC facilities and associated processes.
2. To prevent errors and contamination, there are designated spaces for each of the following activities:
 - receipt and storage of supplies, reagents, containers and container labels
 - storage of biohazardous and other medical waste
3. FSCC facilities are intended to store supplies, reagents, in-process tissue and equipment used in recovery operations where there is the potential for cross-contamination. This requires that facilities be subjected to routine, scheduled and documented sanitation procedures. TGLN staff clean specific areas at the FSCC. Cleaning of Tissue Recovery Suite is completed by TGLN staff as per CPI-9-553. Cleaning of Supply Storage Areas is completed by TGLN staff per CPI-9-548 Routine Cleaning & Quality Control Tasks.
4. FSCC maintains controlled access to its facilities and grants access to designated areas to TGLN personnel.
5. The FSCC is responsible for maintaining and providing services relating to plumbing, drainage, lighting, electrical, ventilation, and locksmithing.



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6. TGLN uses a recording device (i.e. Cobex, Monnit, etc.) to monitor the temperature and humidity of the supply room to maintain required storage conditions for supplies stored at room temperature. If a Cobex unit is used, the chart paper must be changed at least once every 7 days. See Appendix 1 for instructions. The temperature and humidity are also recorded on the *Temperature / Humidity Log for Supply Storage Room CSF-9-184*.
 - 6.1. Tolerance limits have been set for temperature and RH in accordance with supply manufacturer requirements.
 - Temperature: 15 - 25°C
 - RH: ≤ 60
 - 6.2. Data that falls outside of the acceptable ranges for temperature and humidity are reviewed by the Quality Department to determine if corrective action is necessary. Periodic variances in temperature and humidity ranges are acceptable as long as there are no prolonged variances (more than 24 hours).

If data falls outside of the acceptable ranges the Tissue Manager or designate(s) shall be notified as soon as possible and any affected supplies quarantined. An Incident Intake Sheet (QSF-14-6) is required to be filed for variances more than 24 hours.
7. FSCC employs qualified tradespeople to oversee or perform any jobs related to these services.
8. In the event of emergency, FSCC is available to tend to relevant services that are affected.
9. FSCC shall ensure that adequate plumbing, drainage, ventilation and lighting are available for a safe and effective work environment.
10. TGLN will follow all policies and procedures set forth by FSCC, including fire, medical emergency, power outage, threat, and bomb threat protocols as per the Tenant Emergency Response Guide - FSCC. The procedures shall conform to relevant legislation such as the *Occupational Health and Safety Act*.
11. All recovery personnel will be familiar with the policies and procedures set forth by the FSCC. Continuing education shall be documented in the employee's training records to document workplace hazardous materials handling procedure and safety protocol training.
12. A custodial review of TGLN policies and procedures outside the quality system (i.e. Human Resources policies) shall be conducted annually. Oversight of this review is the responsibility of the Director, Human Resources.



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13. FSCC’s Occupational Health and Safety Committee shall provide pertinent information regarding proper storage, handling and utilization of hazardous materials, reagents and supplies (WHMIS controlled products).
14. TGLN provides staff with annual Workplace Hazardous Materials Information System (WHMIS) training. Copies of WHMIS training documentation shall be maintained in individual training files. Staff shall be familiar with all WHMIS principles, including the contents and use of the Safety Data Sheets (SDS). Staff has access to the SDS manual at all times.
15. Fire safety and security training will be provided on an annual basis and records kept in staff training files
16. Instructions for contacting staff and the establishment of evacuation routes in the event of natural disaster are provided by FSCC.

Records:

| Record Name | Form No. (if applicable) | Record Holder | Record Location | Record Retention Time (as a minimum) |
|---|--------------------------|-------------------|-------------------|--------------------------------------|
| Temperature Humidity Log for FSCC Supply Storage Room | CSF-9-184 | Tissue Department | Tissue Department | 16 Years |

References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. J2.400 (4 and 5), J3.100, J3.200 (1 and 4), J4.100, J4.200.
- Tenant Emergency Response Guide – FSCC



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Appendix 1: Changing the CoBex Recorder Charts

Changing the CoBex Recorder Chart Paper

1. Press the "change chart" button #3 (fig. 1).
2. Both pens will begin to move, one at a time, to the left of the chart.
3. Wait until both pens have moved.
4. To remove the chart paper, unscrew the chart "hub" knob at the center of the chart (fig. 2).
5. Remove the old chart paper. Refer to ADM-10-006 for documenting review on back of the chart.
6. Position a new chart paper onto the hub, and ensure the correct time line coincides with the time line groove on the chart plate (fig. 2).
7. Reattach the chart "hub" knob and screw it securely, but not too tight, by hand.
8. Press button #3 again until the pens begin to move back onto the chart one at a time.
9. Check to make sure that pens are marking on the chart paper. If not, carefully adjust pen arms to establish contact with paper.

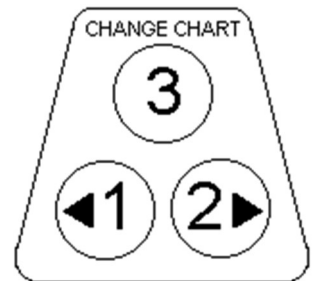


Fig. 1: Change Chart Button

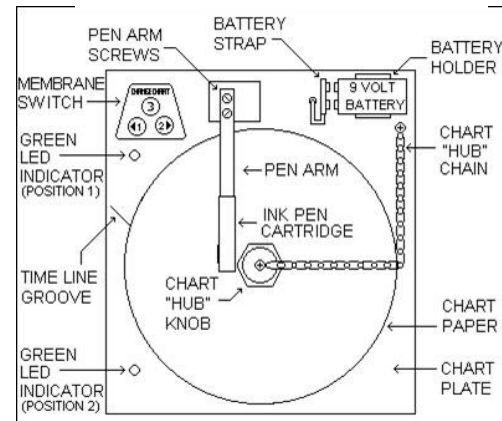


Fig.2: Chart Plate

NOTE:

FOLLOW ONLY THE DIRECTIONS ABOVE FOR CHANGING THE CHART PAPER. IF ANY OTHER COMBINATION OF BUTTONS ARE PRESSED, CALIBRATION OF THE CHART RECORDER MAY BE AFFECTED.