Module 2:
Work Area Management

Key Message …

My lab provides a clean, safe, and functional work environment.

Desired Outcome

Clean, adequate, safe, and functional equipment, work space, and storage area

Activity:
Laboratory Safety Demonstration

Purpose

Focus on the importance of safety in the laboratory

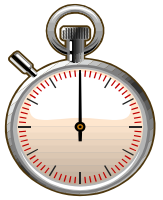
Identify the key stakeholders who benefit from a safe laboratory

What will you do?

- Identify the key stakeholders of the laboratory
- Observe the role-plays
- Participate in the classroom discussion

What will you need?

No materials needed



15 minutes

Tasks

- 2.1 - Assess any reported incidences or abnormalities

Activity: Assessing Safety Incidents

Purpose

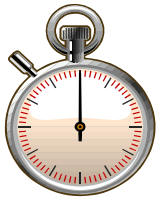
- To focus on the impact of safety incidents on laboratory function
- To learn how to assess, document, correct, and follow-up safety incidents

What will you need?

Worksheet: Occurrence Report Form

What will you do?

- Observe Safety Incident #1
- Work as a group to assess the incident, using the Worksheet as a guide
- Observe Safety Incident #2
- Complete the Worksheet individually – Complete **only** four sections
- One volunteer to present the report (Worksheet) to the class
- Participate in the classroom discussion



5 minutes

Tasks

- 2.3 - Monitor staff adherence to safety rules & practices
- 2.4 - Ensure appropriate physical work environment for testing
- 2.5 - Ensure that safety equipment is accessible and readily available (e.g., place safety equipment such as sharp box and PPE close to work station to encourage use)

Tasks

- 2.6 - Ensure Safety Manual with safety procedures for laboratory functions and possible emergencies is accessible to and reviewed by all staff
- 2.7 - Ensure reagents & chemicals are stored properly
- 2.8 - Ensure that waste is properly disposed

Laboratory Accreditation Preparedness Checklist

*For each item, please circle either Yes (Y), Partial (P), or No (N). **All** elements of the question must be satisfactorily present to indicate "yes". Provide explanation or further comments for each "partial" or "no" response.*

	Y	P	N	Comments	Score
12.0 FACILITIES & SAFETY					
12.1 Is the layout of the laboratory, as a whole, organized so that workstations are positioned for optimal workflow? (Level II: 1.1, 1.2)	**Y**	**P**	**N**		2
Standard: *The laboratory floor plan should be configured to promote high quality work, personnel safety, and efficient operations.* ISO 15189: 5.2.2 CAP GEN 60000 PPD Lab Report VIII.1					
12.2 Are the client area and the testing areas of the laboratory distinctly separate with microbiology and TB testing segregated from the general laboratory? (Level II: 1.1, 2.4)	**Y**	**P**	**N**		2
Standard: *Client service areas (i.e., waiting room, phlebotomy room) should be distinctly separate from the testing areas of the laboratory. Client access should not compromise 'clean' areas of the laboratory. For biosafety reasons, microbiology and TB testing should be segregated in a separate room(s) from the general laboratory testing.* ISO 15189: 5.2.6					
12.3 Is each individual workstation maintained free of clutter and set up for efficient operation? (Level II: 1.2)	**Y**	**P**	**N**		2
Are the following criteria met:	**Tick for each item**				
	Yes	No	N/A		
Does the equipment placement / layout facilitates optimum workflow?					
Are all needed supplies present and easily accessible?					
Are the chairs/stools at the workstations appropriate for bench height and the testing operations being performed?					
Is needed reference material posted, i.e., critical values and required action, population reference ranges, frequently called numbers, etc.					
Standard:					
12.4 Is the physical work environment appropriate for testing? (Level II: 2.4)	**Y**	**P**	**N**		2
Is the workplace:	**Tick for each item**				
	Yes	No	N/A		
Free of clutter?					
Adequately ventilated?					
Free of excess moisture?					
Adequately lit?					

Activity: Conducting a Safety Audit

Purpose

- To conduct an assessment of facility and personal safety by reviewing photographs
- To become familiar with the Laboratory Accreditation Preparedness Checklist, Safety Section

What will you need?

- Laboratory Accreditation Preparedness Checklist
- Worksheet: Photo Audit Answer Sheet

What will you do?

- Form groups of 5-6 persons
- Review 4 groups of photos, in turn
- Find & record the one main safety issue noted in each photo on the Worksheet
- Indicate whether the practice is safe or unsafe on the Worksheet
- Correlate with Checklist – HOMEWORK – Worksheet
- Participate in the classroom discussion

7 minutes
per photo group

Activity:
What Did We See on the Site Visits?

Purpose

- To view safety structures and practices noted on site visits
- To explore why knowledge of safety policies and procedures does not always translate into implementation of these practices

What will you need?

Job Aid: Waste Disposal Decision Tree

What will you do?

- Look critically at the site visit photos for unsafe structures and practices
- Participate in the classroom discussion regarding the gap between knowledge of good laboratory practices and actual practice
- Consider using the Job Aid example to create a visual workplace that is safe for all

10 min

Tasks

- 2.5 - Ensure that safety equipment is accessible and readily available (e.g., place safety equipment such as sharp box and PPE close to work station to encourage use)
- 2.7 - Ensure reagents & chemicals are stored properly
- 2.8 - Ensure that waste is properly disposed

Tasks

- 2.2 - Authorize and follow up on repairs –
  – See Module 5 Activities

Activity: Workstation Set-up

Purpose

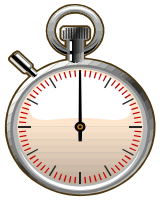
To create and organize an efficient and productive workstation using elements developed from each module.

What will you do?

- Participate in the classroom's discussion
- Integrate key concepts from earlier activities

What will you need?

Laboratory Accreditation Preparedness Checklist



15 minutes

DAILY TEMPERATURE / MAINTENANCE LOG

Reviewed by / date:
AM 3/8/XX
AM 10/8/XX

month/year *August 20XX*

DAY	ROOM TEMP. acceptable range: (18 - 30'C)	ROOM HUMIDITY acceptable range: (20-85%)	REAGENT REFRIG. acceptable range: (3 - 6'C)	FREEZER acceptable range: (< 0'C)	TIME CLOCK date/time verified	BLEACH SOL'N 10% prepared daily	WORK SURFACES cleaned with 10% fresh bleach sol'n	INITIALS
1	22	65	5	-10	✓	✓	✓	TY
2	24	66	4	-10	✓	✓	✓	WB
3	22	70	6	-10	✓	✓	✓	TY
4	27	78	4	-10	✓	✓	✓	TY
5	28	74	4	-10	✓	✓	✓	TY
6	27	73	6	-10	✓	✓	✓	TY
7	29	74	5	-10	✓	✓	✓	TY
8	26	75	5	-10	✓	✓	✓	TY
9	27	83	6	-8	✓	✓	✓	TY
10	27	72	5	-9	✓	✓	✓	WB
11	27	77	4	-9	✓	✓	✓	WB
12	28	75	(8) / 5	-8	✓	✓	✓	LLC
13	27	74	5	-9	✓	✓	✓	TY
14	26	75	4	-8	✓	✓	✓	WB

MAINTENANCE SCHEDULE

During Normal Operating Hours

temperatures recorded

stamp current tally log verifying correct date/time

benches & phleb area wiped start/end of shift, immed after visible contamination

bleach solution prepared for all workstations

As Needed and Documented Under Action

defrosting /internal cleaning of freezer/ refrig

Annually

verify thermometer accuracy/acceptability

Date:		Initials:
12/08/XX	*refrigerator door not fully closed; will recheck*	*LLC*

Photo from Cape Regional Med Center

Activity: What Would You Do?

Purpose

To integrate the module's lessons and apply them to the case scenario.

What will you need?

Case study scenarios

What will you do?

Divide into groups of 4-5

- Select a spokesperson for your group
- Formulate specific action steps to address the scenario.
- The group's spokesperson presents the proposed steps during the 2 minute class report.

5 minutes

What Would You Do?

A Phlebotomist reports that he stuck himself with a contaminated needle during a blood collection. Earlier in the month during his phlebotomy competency assessment, you noticed that he routinely recapped used needles. After providing feedback during the assessment, you noticed that the laboratory policy does not explicitly state that recapping of needles is prohibited. You decide not to document this finding on the assessment report.

- How will you handle this needle stick injury?
- How will you persuade management that the policy should include a statement about recapping needles?
- Management agrees that the policy should be changed. How will you make the changes and communicate this policy change to the staff?
- Three months later, you see the same phlebotomist recapping a used needle. How will you handle this situation?

Tasks

- Assess any reported incidence or abnormalities
- Authorize and follow-up on repairs
- Monitor staff adherence to safety rules and practices
- Ensure appropriate physical work environment for testing
- Ensure that safety equipment is accessible and readily available
- Ensure Safety Manual with safety procedures for laboratory functions and possible emergencies is accessible to and reviewed by all staff
- Ensure reagents and chemicals are stored properly
- Ensure that waste is properly disposed