

**16-Personnel and Workplace Injury**

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**ANNUAL REVIEW:**

<b>REVIEWED</b> <u>Sanford N. Bailey, M.D.</u>	<u>July-16-2025</u>
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**SUPERSEDES: Procedure titled** \_\_\_\_\_

**Purpose**

The purpose of this SOP is to ensure the safety and well-being of personnel working in the laboratory and to establish procedures for the prevention, reporting, and management of workplace injuries. This SOP defines the requirements for the employment of personnel, including background checks, training, and competency assessments. Additionally, this SOP outlines the lab's rights and responsibilities regarding workplace safety and injury prevention, including the provision and maintenance of appropriate personal protective equipment, safe working conditions, and emergency response procedures. The ultimate goal of this SOP is to

promote a culture of safety and prevent workplace injuries through proactive measures, education, and continuous improvement.

## **Scope**

The scope of this SOP is to establish the laboratory's policies and procedures regarding personnel and workplace safety. This includes outlining the roles and responsibilities of employees, supervisors, and management, as well as providing guidelines for preventing and responding to workplace injuries and accidents. The SOP would also cover the process for reporting and investigating incidents, and the steps to be taken to ensure the safety and wellbeing of all employees. The scope would extend to all employees and areas of the laboratory, including administrative and support staff, as well as laboratory technicians and other scientific personnel.

## **Health and Safety**

The laboratory is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. All personnel are required to comply with applicable health and safety regulations, policies, and procedures, as well as to take responsibility for their own health and safety while at work. The laboratory will provide appropriate personal protective equipment and training to employees to prevent or reduce exposure to occupational hazards. All injuries, incidents, and near-misses must be reported immediately to the appropriate supervisor or manager, and all employees are encouraged to report any health and safety concerns. The laboratory will periodically review and update this section of the SOP to ensure compliance with current health and safety regulations and best practices.

## **Policy**

MMCCCL is committed to providing high-quality testing services to our clients while ensuring the health and safety of our employees. To achieve this, we provide adequate staffing for specimen processing and customer service needs, as determined by the Lab Director's assessment. It is the responsibility the General Supervisor whenever moderate or high complexity testing is being performed to ensure that all personnel are working within the scope of their competency and qualifications.

All personnel, including testing personnel and lab assistants, must satisfy state and federal regulations, as well as meet the Lab's own rigorous standards. To maintain the highest level of proficiency and knowledge, we require continuing education of all staff members. We believe that ongoing education and training is essential to providing accurate and reliable test results.

MMCCCL complies with all applicable regulations and standards related to occupational health and safety, including OSHA. We maintain records of occupational injuries and illnesses, and we have established policies and procedures to minimize the risk of work-related injury and illness.

In the event that a work-related injury or illness does occur, we have a legal and moral obligation to provide compensation and assistance to staff members who have suffered an injury or illness arising out of or in the course of their employment. We are committed to

maintaining a safe and healthy work environment and to fostering a culture of safety throughout our organization

## **Procedure**

### **1. Personnel Requirements Ongoing Employment**

#### **a. Continuing Education**

- i. A minimum of 12 Continuing Education Units (CEUs) per year is provided to all laboratory testing personnel.
- ii. Continuing education may include one-on-one instruction, in-service programs, training on instruments or kits by the manufacturer, or formal continuing education activities.
- iii. The type of continuing education provided must be appropriate for the type and complexity of testing performed.

#### **b. Competency Assessment**

- i. Competency is evaluated during on-the-job training, proficiency testing, and randomly during technical audits of test methods.
- ii. Competency is assessed and documented prior to initiating testing, at six months during the first year of employment, at one year of employment, and annually thereafter.
- iii. Retraining and reassessment of competency must also occur when problems are identified with an individual's performance.
- iv. Personnel must be observed as they perform procedural steps in the pre-analytic, analytic, and post-analytic phases of testing prior to starting patient testing and reporting patient results for new methods or instruments.
- v. Competency testing includes the following six areas of assessment:
  1. Direct observations of routine patient test performance, including patient identification and preparation, and specimen collection, handling, processing, and testing.
  2. Monitoring the recording and reporting of test results, including reporting critical results.
  3. Review of intermediate test results or worksheets, quality control records, proficiency testing results, and preventive maintenance records.
  4. Direct observation of performance of instrument maintenance and function checks.
  5. Assessment of test performance through testing previously analyzed specimens, internal blind testing samples, or external proficiency testing samples.
  6. Evaluation of problem-solving skills.

#### **c. Record Keeping**

- i. Records of laboratory-related continuing education and annual OSHA/Bloodborne Pathogens training are maintained within the laboratory personal files.
    - ii. Records of competency assessments are maintained in the personnel folder for a minimum of three years.
  2. New Employee Orientation
    - a. New employees are required to receive orientation on policies and procedures including safety within 10 days of their starting date.
  3. Staff Discipline and Disciplinary Actions
    - a. Staff members are held accountable for their actions during work hours, and staff members who go against the company's code of conduct are counseled for their actions.
      - i. The first disciplinary action is a verbal warning, accompanied by a follow up email to the employee from the lab manager or General Supervisor discussing the warning and the conversation had with the employee.
      - ii. The second warning comes with a written disciplinary action. Staff member is given a chance to correct the problem. Employees may be put on a personal improvement plan (PIP) at this time.
      - iii. The third warning is the final written warning. It comes with an automatic 2 day suspension.
      - iv. The final disciplinary action is termination.

The company reserves the right to proceed to any step in the disciplinary action procedure at any time depending on the severity of the infraction. Up to and including termination.

#### 4. Workplace Injury

MMCCCL is committed to providing a safe working environment for all employees.

In the event of a workplace injury, the following procedures will be followed:

- First aid: Any employee who is injured on the job will receive immediate first aid as appropriate.
- Medical attention: Employees who are injured on the job must seek medical attention as soon as possible. This includes being taken to the emergency room of the closest hospital and seeing their primary care physician for evaluation and treatment.
- Reporting: It is the responsibility of all employees to report any injuries or accidents that occur to their immediate supervisor as soon as possible. All incident reports should be made promptly.

- Investigation: The Lab Supervisor will report all employee injuries and assist the employee with the incident report. The lab supervisor will make an investigation of all reports at the time of occurrence.
- Record-keeping: On an annual basis, the General Supervisor shall compile a summary that lists all workplace injuries, illnesses, or accidents that took place in the previous year. This information will be used to identify areas of concern and to develop strategies to prevent future injuries.

MMCCCL has adopted “Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories” as its official workplace injury guide.

### **References:**

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