

**1. PURPOSE**

- a. To ensure Employee Safety in the Laboratory

**2. SCOPE**

- a. This procedure is applicable to all employees of the Laboratory

**3. REFERENCE**

- a. Quality Manual
- b. ISO 15189:2012 Standard
- c. NABL 112

**4. RESPONSIBILITY**

- a. Quality Manager
- b. Laboratory Director

**5. PROCEDURE****a. General Safety**

- i. All the equipment and furniture are kept in such a way that there is no obstruction for movement of people, in the reception area, waiting halls and laboratory
- ii. Risk Assessment survey is conducted of the laboratory every year to ensure that all risks observed during the audit are addressed
- iii. All personnel of the laboratory are trained to implement general laboratory safety measures and advice patients and visitors, as necessary
- iv. Uninterrupted power supply is provided for the operation of computers and emergency lighting in the reception and waiting halls
- v. The benches and seats meant for the visitors and patients are cleaned daily to avoid contamination
- vi. Laboratory personnel are required to wear necessary safety clothing like aprons, hand gloves, safety shoes, necessary head gear as and when necessary
- vii. All the laboratory personnel are trained to use these personal protective equipments
- viii. QM ensures that the safety measures suggested by the instrument manufacturers are put in place. Adequate warning or attention labels are provided at the work areas
- ix. QM records accidents/ untoward incidents, occurring in the laboratory, along with the remedial actions taken in the Incident Forms register and related CAPA

**b. Electrical Safety**

- i. All the major and high-power equipment are provided with 3 pin plugs and the personnel are required to use them with suitable plug pins only. Connection of equipment with loose wires is not accepted
- ii. Earth resistance is regularly (at least once in 3 months) checked and records maintained, as per procedure QSP: Procedure for environment control and housekeeping. Earth-neutral voltage is checked at least once in month in all laboratory rooms to ensure proper earthing

**c. Chemical Safety**

- i. QM identifies the hazardous chemicals and reagents. All the personnel of the laboratory are made aware of this information
- ii. QM ensure that all the hazardous and inflammable chemicals used in the laboratory and stored in a separate place with adequate safety measures.
- iii. While handling these hazardous chemicals necessary care is taken to avoid direct contact. In case of volatile materials like solvents, suitable masks are used, with adequate ventilation while using them
- iv. In case of unexpected spillage necessary precautions are taken to avoid spreading. All personnel are trained in dealing with such situations. All the necessary materials needed for containing the spills are provided.
- v. All personnel handling potential biohazardous material are instructed to use necessary protective wear like gloves, masks and gowns where necessary. Only authorized personnel are permitted to handle such chemicals
- vi. QM ensure that adequate facilities for washing with water are available, including suitable eye wash, in the event of accidental exposure to these chemicals

**d. Fire Fighting**

- i. Management ensures that fire extinguishers are installed at all the major laboratory points. The validity of the fire extinguishers is checked every month by Stores and Administration-in-charge
- ii. Laboratory personnel are trained in the use of these fire extinguisher

**e. Safety Awareness and Training**

- i. Training of laboratory personnel is arranged on safety aspect covering
  - 1. Use of personnel protective equipment
  - 2. Spill Management
  - 3. Use of Firefighting equipment
  - 4. Electrical safety
  - 5. General safety measures, including patient care/ visitors' safety
- ii. Training programme are conducted as per procedure QSP: Staff Training

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#### f. Security Arrangements

- i. Stores and Administration-in-charge designates areas in the laboratory with restricted entry to authorized personnel only. These areas are marked by signs “restricted entry “and only
- ii. Management is responsible for providing security personnel during working and nonworking hours of the laboratory.
- iii. During the non-working timings designated authorized personnel are only allowed inside the laboratory premises
- iv. Security personnel ensure entry of users and other laboratory personnel. Unauthorized personnel are not permitted to enter the laboratory premises.
- v. Telephone numbers of local police, fire services and management personnel of the laboratory are made available to the security personnel

#### 6. RECORDS

The following records are maintained by the agencies, in the format mentioned, for the period defined

| S. No | Record   | Responsibility  | Review / Retention Period |
|-------|--|-----------------|---------------------------|
| 1     | Training Records                                     | Quality Manager | 1 Year                    |
| 2     | List of Hazardous Materials and related MSDS records | Quality Manager | 1 Year                    |
| 3     | Incident Reports                                     | Quality Manager | 1 Year                    |
| 4     | Work Bench Cleaning Records                          | Incharge        | 1 Year                    |

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