

1. PURPOSE

1.1. The laboratory management is committed to provide a healthy and safe working environment for all personnel of the laboratory. The purpose of the SOP is to educate the staff regarding Needle Stick Injury.

2. SCOPE

2.1. This procedure applies to all personnel and work areas of the laboratory with risk of needle stick injury. To provide adequate training to all its health care workers and immunize all health workers regularly

3. REFERENCE

- 3.1. Quality Manual
- 3.2. Employee Safety Manual

4. ABBREVIATIONS/DEFINITIONS

- 4.1. SOP: Standard Operating Procedures
- 4.2. QSP: Quality System Procedure
- 4.3. QM: Quality Manual

5. RESPONSIBILITY

- 5.1. Laboratory – In charges
- 5.2. Quality Manager
- 5.3. Laboratory Director

6. PROCEDURE:

6.1. Precautions

6.1.1. Needles are safely disposed in the respective bins
 6.1.2. When an accidental needle stick injury occurs, the staff is advised not to panic and refer to the Needle Stick Injury Poster available in the lab for immediate care

- 6.1.2.1. Do not put the injured part in mouth as a reflex action
- 6.1.2.2. Do not squeeze the injured part
- 6.1.2.3. Immediately put the injured part under running water
- 6.1.2.4. Encourage bleeding at the site of needle stick injury
- 6.1.2.5. Track the source of needle, i.e., which patient the needle is used for
- 6.1.2.6. Take the details of the patient from reception for further investigations
- 6.1.2.7. And inform the immediate higher authority

6.1.3. The staff is reviewed with-in 10 mins by the Doctors in the laboratory

6.1.4. The concerned staff is referred by the Laboratory Doctor to the General Physician for further management

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7. RECORDS:

S No	Record	Responsibility	Retention Period
1	Needle Stick Injury Register	Lab In-charge	1 Year
2	Staff Vaccination Record	Lab In-charge	1 Year

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