

## DEPARTMENT OF PATHOLOGY

### CHECKLIST 1 *Safety and Health Induction For New Laboratory Users / Staff*

Initial induction should be completed within two weeks of starting. Emergency procedures should be covered in the first day. When induction health and safety training is completed, the relevant box (es) should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. The new user and person providing the induction should both sign the form.

1	Safety and Health Policy & Information	Yes	No	NA	Comments
1.1	Has the Department Safety and Health Policy been explained to the new lab user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Has the user been told who their Department Safety Officer, Department Safety Coordinator and Section Safety Lead is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Has the user been made aware of the following services, and how to contact them if advice is needed: <ul style="list-style-type: none"> <li>• Campus Security @ 6874 1616 (NUS)</li> <li>• ISS Facility Services @ 6772 5222 (NUH)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Has the user been told where their nearest Safety and Health Notice Board is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Has the user been explained the Departmental policy on work outside normal working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Has the user undergone the necessary occupational health medical assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Risk Assessments & Training	Yes	No	NA	Comments
2.1	Has the user been briefed on the relevant risk assessment pertaining to their lab activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Have the safety and health training needs of the staff or students been identified? Please list out if have any.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Personal Protective Equipment (PPE)	Yes	No	NA	Comments
3.1	Has staff been informed of any activities for which personal protective (including covered footwear of non-absorbent material) or other safety equipment is required (and why it must be used)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Inform staff on the location of PPE available and its proper use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Check with staff if has known latex allergy and/or to inform the supervisor immediately if	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	experience allergy reaction (itchy skin, hives, irritation, rashes, sneezing, running nose or difficulties in breathing)				
3.4	Explain the correct use, removal and disposal of gloves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Explain the correct use and removal of lab coats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Inform staff of the mandatory use of eyewear in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4</b>	<b>Biological safety</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
4.1	Universal precautions when handling all clinical specimens. (All clinical specimens are considered potentially infectious)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Precaution when handling highly infectious specimen (eg. TB, HIV, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5</b>	<b>Laboratory safety guidelines</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
5.1	Explain to staff on the safe disposal of broken glass, needles and other sharps, the location of sharp containers, and how to discard sharps bin properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Has the staff been briefed on the safe handling procedures of attaching and removing a surgical blade and other sharps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Has the staff been explained on safe handling and disposal of hazardous material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Has the staff been briefed on the location of spill kits and safe handling of chemical/ biological spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Has staff been shown the proper technique of hand washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6</b>	<b>Emergencies and fire arrangements</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
6.1	Has staff been informed of the procedure to follow upon discovering a fire or hearing the fire alarm, including where the fire escape routes and fire exits are in the building and the fire assembly point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Has the lab user been explained where the fire extinguishers & fire blankets are positioned, how they operate and what type of fire suitable for extinguishing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Has staff been informed of who the Emergency Response Team (ERT) members and Fire Wardens are? How to contact them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.4	Has staff been explained where the break glass call points are positioned, how to operate them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Has staff been briefed on the location of eyewash and safety shower, how to use them? What is the recommended interval for flushing if there is a chemical splash on the eye?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Has the lab user been briefed on the location of the nearest first aid box and informed of who the local first-aiders are (and how to contact them)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7</b>	<b>Accidents and Hazard Reporting</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
7.1	Has staff been briefed on incident / accident reporting procedure (report within 24hrs) and how to report a hazard?  Accident and Incident Management System (AIMS) – NUS Staff Portal  Incident Reporting System (RI-Sys) – NUH Staff Portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8</b>	<b>Data Protection</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
8.1	Has staff been briefed on hospital PDPA policy and guidelines, including clear desk policy and where to dispose document with patient information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

List here any other safety training needs identified and any additional information required by / for the staff.

Declaration

*I certify that the above health and safety induction subjects have been explained:*

Name of STO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the staff: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Oral Assessment

*Staff has passed the Safety Assessment*

Name of STO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the staff: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Re-Assessment

*Staff has passed the Safety Re-Assessment*

Name of STO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the staff: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

# SAFE HANDLING - PROCEDURES

## Safe Handling of Swann-Morton Blades

The way in which a surgical blade is handled prior to use can determine how effectively it performs during use.

There are a number of ways that the cutting edge of a blade can become damaged once removed from its protective foil packet.

When removing a blade from the protective packet make sure it is not dropped into a metal bowl or container as this can reduce the initial keenness of the cutting edge even before it is fitted to the handle.

If you have to use forceps or needle holders to remove the blade from its protective packet ensure that you do not grip the blade across the cutting edge.

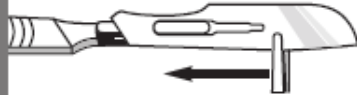
### Attaching a surgical blade

Use the following procedure to **attach** a surgical blade:

- 1 Grip blade with forceps, or similar, avoiding contact with cutting edge.
- 2 Hold handle in left hand with bayonet fitting uppermost.



- 3 Place blade partway over handle fitting and engage slots.
- 4 Slide blade until it clicks into position.



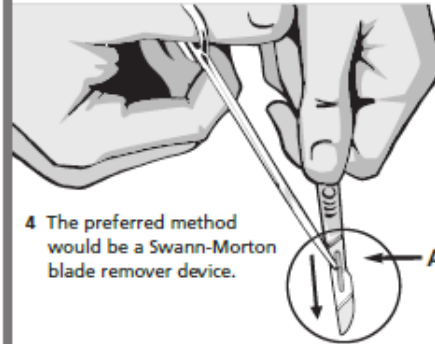
- 5 To improve assembly, flex blade slightly upwards when sliding onto the handle.



### Removing a surgical blade

Use the following procedure to **detach** a surgical blade:

- 1 Grip the blade with forceps or needle holders at point A making sure that the cutting edge is facing away from the hand and body.
- 2 Ensure the blade is pointing downwards and towards the trolley and NOT towards another member of your team.
- 3 Whilst holding the handle firmly lift the back edge of the blade with the forceps or needle holders and slide away the handle.



- 4 The preferred method would be a Swann-Morton blade remover device.

### DON'T DESTROY A PERFECT CUTTING EDGE

Blades should never be fitted to handles with damaged or worn fitments

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