Name of Policy: Pathology Safety Training UTOLEDO **Policy Number**: 3364-107-401 **Approving Officer**: Medical Director, Clinical **Effective date:** 01/04/2025 Pathology **Original effective date:** 05/25/98 **Responsible Agent**: Director, Clinical Pathology Administrative Director, Lab **Scope**: Pathology Laboratory University of Toledo Medical Center Key words: Safety training, safety tests, safety orientation, annual training, tracking compliance. New policy proposal Minor/technical revision of existing policy \boxtimes Major revision of existing policy Reaffirmation of existing policy

(A) Policy statement

Safety training will be monitored by the hospital computerized safety tests.

(B) Purpose of policy

To provide a comprehensive, standardized training program for all employees of Pathology.

- (C) Procedure
- 1. Basic safety orientation for all employees includes:
 - Fire response training
 - Chemical Safety and Hygiene,
 - Safety Management
 - Emergency codes/ emergency preparedness and management
 - Life safety management
 - Electrical safety, utility systems management
 - Radiation safety/Laser and UV safety
 - Medical equipment management,
 - Infection control procedures and Employee health/medical surveillance
 - Crime prevention/security management
 - Ergonomics
 - Occurrence reporting and accident investigations
 - Hazardous materials management
 - Biohazardous material training
 - Spill response
 - Waste disposal
 - Latex Allergy

- HIPAA and information security
- 2. Safety training will be assessed annually on all Pathology employees (including temporary employees) by completing the computerized safety tests for Pathology.
- 3. Compliance is monitored by reports generated by laboratory management or the Health and Safety Office.
- 4. The Lab Managers will review the reports and forward them to the departments for action.
- 5. It is the responsibility of each employee to complete the safety tests SUCCESSFULLY. Each employee must pass each of the assigned topic areas. Failure to complete the annual safety test successfully will result in scheduled attendance at orientation session for retraining.

Approved by:	Policies Superseded by This Policy: • S-01
Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology	Initial effective date: 05/25/98 Review/Revision Date: 01/04/2025
1/10/2025 Date	Next review date: 01/04/2027
Review/Revision Completed by: Joshua Otiso, Administrative Director, Lab	