

Safe Work Practice (SWP)

Name of Task	
Disinfecting Bio Hazardous Spills	
Department/Unit: Medical Programs, and All Staff	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, closed-toe footwear, vinyl/nitrile gloves, long hair tied back or contained, and required lab coat/uniform.	
Hazards: Cuts.	
Required Training:	Instructor completed demonstration.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none"> Inspect required personal protective equipment and replace if required.
2	Put on all personal protective equipment.
3	Cover spilled material with paper towels. Use extreme caution if glass or other sharp material is involved.
4	Gently pour disinfectant onto the towel, working in a circular motion from the outside to the center.
5	Ensure that enough disinfectant is used to soak through the paper towels and have contact with the spill.
6	Allow the disinfectant to remain in place for the appropriate time period. (refer to MSDS).
7	Remove the towels and dispose into bio hazardous waste container.
8	If glass or other sharp material is involved, sweep up into a dust pan and dispose of into a bio hazardous sharps container. Caution: Do not pick up broken glass with fingers.
9	Wipe up any remaining moisture.
10	Caution: Large spills – hold your breath and move away. Inform others in the room to leave for 10 – 30 minutes.
11	Clean the large spills in the same manner as above.
12	Injuries: If you poke yourself with any needle, sharps, broken glass or other apparatus which has potentially been in contact with bodily fluids and/or blood, notify your instructor or supervisor immediately and complete/submit an accident report. Wash the injured area well with soap or a disinfectant and water to promote gentle bleeding of the area. Visit the emergency department or family doctor as soon as possible after the injury.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:-	Note: This task will be monitored periodically to ensure compliance and effectiveness.