

Safety rules for Internal Trust Transport Drivers servicing Pathology

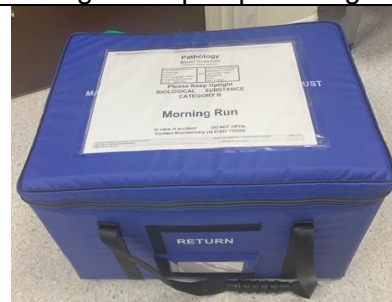
The Transport service involves handling bags and packages containing specimens sent to the laboratory. This must be carried out in accordance with UN3373. Drivers are not required to come into direct contact with anything known to be infectious. Follow the rules below and you will be safe.

- Cover any cuts or grazes on your hands with a waterproof dressing.
- Never eat or drink or smoke or apply cosmetics whilst carrying out your duties in the vehicle or delivering/collecting. Handle transport bags gently at all times.
- Always wash your hands before and after visiting the toilet, before meal breaks and at the end of a spell of duty. If you need to wash your hands and washing facilities are not available use Alcohol Hand rub - then wash your hands using soap and water at the next opportunity.

On arrival at collection point

- Take blue bag(s) with empty red boxes and an empty grey bag into the building.
- Specimens will be ready for you in plastic bags or red boxes. Swap the filled or partly filled red boxes with the same number of empty red boxes. Place the filled and partly filled red boxes in the blue transport bags (versapak). Microbiology and histology samples must be in individual bags, which the surgery should have separated into two large bags. These should be placed in the grey transport bag. Bagged blood samples for blood sciences can be put on top of the red boxes in the blue bag. **Close the zips. Do not** accept specimens that have not been packed in either plastic bags or red boxes. Never carry unpacked samples in your hands or pockets. Take the zipped bags to the van. Part-filled grey bags of samples can be consolidated by transferring bagged samples from one grey bag to another, leaving an empty bag for use at the next collection point. **Ensure all bags containing samples are zipped closed before driving off.**
- Occasionally, there will be large urine samples (24 hour urine containers). These will be in individual green plastic bags with a carry handle. Take these to the van and place upright inside the red Daniels box (see below). Snap the lid closed.

Red boxes – Ensure the lid of the red box has been “snapped” down. Keep upright in blue large versapak bags (3 boxes per bag). There is room for blood samples packed in plastic bags on top. Zip the bag closed.



Microbiology, Histology and cytology samples – in grey versapak bags. Zip the bag closed.



24 hour urines (in green carry bag) – keep upright – place in large Daniels red boxes and close lid – deliver to biochemistry



- Do not touch unpacked samples. Do not open specimen bags. Do not open red boxes containing blood tubes, or transfer samples from one box to another.
- If, when collecting specimens, you drop and break a specimen, do not try to clear it up. This is highly unlikely if the bags have been zipped closed before transfer to the van. Stay with the specimen to prevent other people touching it and send someone to contact the laboratory. Report the accident to the laboratory safety officer as soon as possible (01622 - 224040) or Microbiology 'On Call BMS' via switchboard out-of-normal hours.

See next page for dealing with spills and pungent smells

If you detect a pungent chemical smell:

- **Stop. This may be formaldehyde.** Check if your cargo is leaking a clear liquid on to the van floor. Contact Histology 01622 227232 or 01622 27130 who will assess if an emergency team need attend
- Open all windows and doors of van
- Put on disposable gloves to check the transport boxes (if safe to do so)
- If leak is contained and smell does not cause eye irritation proceed to **histology** reception with **all van windows open.**
- Notify staff on arrival of a possible formaldehyde leak and action taken – be prepared to help fill in a Trust incident report.

N.B. histology samples should not be transported out of hours

Spill Kits

Only use these kits after discussion with the laboratory safety officer.

Each vehicle is provided with two emergency spills kits:

One for chemical spills e.g. Formaldehyde (specimens for Cellular Pathology)

One for Biological e.g. urine or blood specimens.

If you have to use them - read the instructions. These kits are to be used on specimens which have leaked from and run out of the transport bags.

Van Breakdowns and Accidents

If your vehicle breaks down or you have an accident, do not let anyone touch the specimens except hospital staff who know the appropriate procedure. Inform the laboratory safety officer as soon as possible.

Bags and boxes

If you have insufficient transport bags or boxes, or if the transport bags are damaged, report this to the transport manager, who will arrange for the provision of additional or replacement bags and boxes.

Agreement

I have read and understood these rules

Signature:.....

Name:.....Date:.....