**Infection and Biological Control Template Guide**

**Supplemental to Laboratory Checklist**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Infection Control**

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| Has a training and information program been provided for employees who could be exposed to infectious agents in body fluids? |
| Have infection-control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment? |
| Are employees aware of and trained in specific workplace practices for hand washing, handling sharp instruments, handling laundry, disposal of contaminated materials, and reusable equipment? |
| If employees could be exposed to infectious agents in body fluids, have potential exposure events been identified and documented? |
| Is personal protective equipment provided to employees and available in correct sizing? |
| Is necessary equipment provided for administering mouth-to-mouth resuscitation (mouthpieces, resuscitation bags, ventilation devices)? |
| Are all surfaces and equipment cleaned and disinfected after contact with blood or potentially infectious materials? |
| Is infectious waste disposed of correctly using closable, leak-proof containers, bags, or puncture-resistant holders with correct marking and labels? |
| Are equipment and other supplies readily available and accessible to allow employees to comply with workplace infection control practices (hand washing sinks, sharps containers, biohazard tags and labels, and detergents or disinfectants)? |
| Has medical surveillance including HBV evaluation, antibody testing, and vaccination been made available to potentially exposed employees? |
| Is the biohazard symbol applied to appropriate containers and equipment used in the processing of BSL2 materials and wastes? |
| Are biological materials kept locked cabinets, freezers, or refrigerators? |
| Are biohazard signs posted in labs handling infectious materials (BSL2 and higher)? |
| Are disinfectants on hand for sanitizing bench tops and treating spills? |
| Have biological safety cabinet(s) been certified within the last 12 months? |

**Best Practices**

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| Are gloves, glasses and mask worn whenever needed? |
| Do employees follow clothing protocols (no loose clothing, no drawstrings, no scarves, or loose ties)? |
| Do employees wear long hair tied back or up? |
| Do employees keep facial hair kept trimmed and short? |
| Is jewelry not loose and kept and to a minimum? |

**Does Medical Surveillance Cover the Following:**

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| Universal precautions? |
| Personal protective equipment? |
| Workplace practices, which should include blood drawing, room cleaning, laundry handling, and cleanup of blood spills? |
| Needlestick exposure and management? |

**Have all Lab Personnel Received Applicable Training in:**

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| Laboratory Safety and Chemical Hygiene  |
| Laboratory Safety Refresher |
| Principles of Biosafety (BSL2) |
| Bloodborne Pathogen |
| Biological Safety Cabinet |

**Bloodborne Pathogens**

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| Are Standard (Universal) Precautions implemented for all working with BBP materials? |
| Is the UT Exposure Control Plan available? |
| Are personnel enrolled and monitored within the Occupational Health Program? |
| Have researchers received Hepatitis B vaccination? |
| Is PPE specific to BBP easily accessible and worn when appropriate? |

**Biological Safety Cabinets (BSC)**

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| Is a BSC available and certified within the last 12 months? |
| Are the interior work areas and grills free from clutter? |
| Are the interior work surfaces clean? |
| Are disinfection procedures used before & after use? |
| Are contents monitored and kept free of biological materials not in immediate use? |

**Biohazard Materials and Waste Handling / Disposal**

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| Is reusable glassware decontaminated with bleach prior to washing? |
| Is waste properly segregated by type?  |
| Are all bio-waste containers durable, leak-proof, labeled with a biohazard symbol, and if appropriate, double-bagged?  |
| Are biological waste containers and sharps containers disposed of when they are 75% full? |
| Is liquid bio-waste decontaminated with bleach prior to sink disposal? |
| Are sharps and biological waste containers closed or sealed when not in use? |
| Are sharps disposed of into a non-opening (one-way) leak-proof and puncture resistant containers? |

**For Additional Inspection Items, See the Following Checklists:**

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| *Hazard Communication* |
| *Hazardous Waste* |
| *Laboratory* |
| *PPE* |