

Standard Operating Procedure Personal Protective Equipment	
SOP Number: <u>SOP-PPE-02</u>	Category: <u>Lab Process</u>
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Issued by: Director, Health Sciences Research	

## 1.0 POLICY

Ensures that all users of the W.J. Henderson Centre for Patient-Oriented Research (WJHCPOR) **MUST** use the provided, appropriate personal protective equipment (PPE) when they are in contact with physical/biological/pathological/chemical hazards. All human blood and body fluids are capable of harbouring infectious pathogens and users must employ proper personal protection and hygiene. Frequent handwashing is the most important measure to reduce the risks of transmitting organisms. PPE is the last line of defense and therefore it is critical that all necessary PPE be appropriately used.

## 2.0 PURPOSE

Use of PPE will minimize the risk of transmission of diseases to research participants, visitors, Kingston Health Sciences (KHSC) employees, and other users of the WJHCPOR. It is the responsibility of **ALL** users accessing the Research Centrifuge Room and Research Freezer Room within WJHCPOR to use PPE that will protect their clothing, footwear, eyes, face and hands and reduce the risk of transmission to others.

## 3.0 RESPONSIBILITY

Users are responsible for:

- Using the appropriate PPE when accessing the Research Centrifuge Room and Research Freezer Room within WJHCPOR.
- Wearing designated PPE for all activities associated with cytotoxic drugs and/or handling, preparation and disposal of all bodily fluids, wastes, and biospecimens from research participants undergoing cytotoxic drug treatment. PPE includes: chemotherapy gowns, chemotherapy approved gloves, safety glasses and/or face shields, and N95 respirator (if applicable). See “Safe Handling of Cytotoxic Drugs and Bodily Fluids” SOP.

Kingston General Health Research Institute (KGHRI) is responsible for:

- Providing users of WJHCPOR with access to PPE (laboratory coats, disposable gloves, thermal gloves, and safety goggles).
- Providing the appropriate orientation and training to users of the WJHCPOR regarding PPE.

#### 4.0 TYPES OF PPE USED FOR PROTECTION

The following PPE are required when working in the Research Centrifuge Room and/or Research Freezer Room. Users **MUST** follow the correct order when donning and doffing PPE (see Appendix A: Correct Steps for Donning and Doffing PPE):

##### Laboratory Coats

- Laboratory coats are used to protect users' clothing.
- Users need to wear an appropriate long sleeved cuffed laboratory coat with a closed front at all times. Laboratory coats are provided to users by KGHRI and are found on hooks behind the Research Centrifuge Room and Research Freezer Room doors.
- Users need to remove the laboratory coat worn in the Research Centrifuge Room or Research Freezer Room prior to exiting the work area.
- Users need to treat all laboratory coats as biohazardous.
- If laboratory coats become grossly soiled with hazardous material, users need to remove the laboratory coat immediately and place it into the soiled linen bag provided in the Research Centrifuge Room and Research Freezer Room.

##### Disposable Gloves

- Disposable gloves are used to provide a protective barrier for hands from biological specimens (blood or bodily fluids), chemical burns, abrasions, cuts, punctures and temperature extremes in the work environment (i.e. -80° freezer).
- Users should not touch their face or hair when wearing disposable gloves.
- Disposable gloves **MUST** be removed immediately following lab work and before leaving the Research Centrifuge Room. Used disposable gloves should be placed into a garbage can unless they are soiled or used to clean a spill, then they need to be put into the container with the yellow biohazard bag.
- Users must use proper methods for taking disposable gloves off. See Appendix B: How to Remove Gloves.
- Users **MUST** wash hands in the clean sink located in the Research Centrifuge Room immediately following removal of disposable gloves.

- For users with allergies/reactions to latex, talc, starch and/or vinyl, un-powdered gloves and/or nitrile gloves (purple) are a good alternative.

#### Thermal Gloves

- Users should wear thermal gloves over disposable gloves (i.e. latex, talc, starch, vinyl, un-powdered, nitrile) when using the -86 °C freezer units.

#### Footwear

- Users **MUST** wear closed toe and heel, non-slip shoes in the Research Centrifuge Room and Research Freezer Room. If users are wearing heels, the heel height shall not be more than 1½ inches.
- Sandals and other open-toed shoes are prohibited in the Research Centrifuge Room and Research Freezer Room. Shoe worn by users **MUST** be a durable material to protect users from chemicals, hot liquids or sharps (no mesh).

#### Safety Goggles

- Safety goggles should be used for eye protection, especially for users if contact lenses are worn. If contact lenses are worn by users, users should notify their supervisor/manager and work colleagues in advance so that in an event of an accidental splash of a hazardous material into the users' eyes, the users' supervisor/manager or work colleagues can provide the individual with assistance in the removal of the lenses prior to use of the emergency eyewash station.
- Safety goggles that protect the top, bottom, front and sides of the eyes are recommended.

#### Respiratory Protection

- Masks should be worn by users for nose and mouth protection. Masks should fully cover the nose and mouth and prevent fluid penetration. Masks should fit snugly over the nose and mouth. For this reason, masks that have a flexible nose piece and can be secured to the head with string ties or elastic are preferable.

## 5.0 REFERENCES

- <https://app1.unmc.edu/nursing/heroes/pdf/p0001-2015-ppeHospital-infectionControl-donningDoffing-8.5x11-cc2015.pdf>
- <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

## 6.0 SOP HISTORY

SOP Number	Date Issued	Summary of Revisions
SOP-PPE-01	01-DEC-2017	Original version.
SOP-PPE-02	01-MAY-2019	Bi-annual review of SOP completed. SOP header format updated. SOP version number updated. SOP effective date updated. Removed "Contacts" section from SOP. Updated section numbers for "References" and "SOP History". Under Section 3.0, under "Users Responsibilities, added a second bullet related to cytotoxic drug handling. Updated "SOP History" section. No updates needed for Appendix A and B.