

UNIVERSAL PRECAUTIONS SUMMARY

- Wear gloves, lab coat or gown when handling human blood, tissue or body fluids.
- Do not smoke, eat, drink or apply cosmetics in the workplace. Do not store food or drinks in refrigerators, freezers, cabinets or bench tops where blood or other potentially infectious materials may be present.
- Avoiding touching your skin or environmental surfaces (e.g.; door knobs, phones, computer key pads) or equipment while wearing gloves.
- Organize and plan your procedures before beginning work. Always make sure all necessary materials are at hand. Keep tuberculocidal disinfectant or 10% household bleach and paper towels nearby in case of a spill.
- Decontaminate all work surfaces with a tuberculocidal disinfectant or sodium hypochlorite solution (10% dilution of household bleach) following any spill and following completion of work.
- Use mechanical pipetting devices - never pipette by mouth.
- Perform procedures in a manner that will minimize splashing, spraying, spattering and generation of droplets. If a procedure may cause aerosols or droplets to form, use containment such as a biological safety cabinet.
- Human blood, tissue and other potentially infectious materials should be transported in capped containers which are placed in a second leakproof container, appropriately labeled.
- Avoid the use of needles when working with potentially infectious materials. Hypodermic needles and syringe units should only be used for parenteral injection and aspiration of fluids from humans, laboratory animals and diaphragm bottles.
- Never bend, break, recap, or otherwise manipulate needles. Don't remove needles from syringe by hand. If removal is necessary, use a hemostat, forceps, or sharps containers equipped with a needle-removing device on its lid.
- Dispose of sharps containers when they are $\frac{3}{4}$ full. Do not allow containers to overfill. Never reach inside or attempt to force items into a sharps container.
- Discard all non-sharp material contaminated with blood, body fluids, or tissue into biohazard bags.
- Discard all sharps into approved sharps containers. Sharps containers must be located in the immediate vicinity of sharps use.
- Wash hands after removing gloves, lab coats or other personal protective equipment and when leaving the work area for general access areas such as lunch rooms, libraries, administration offices.