

Date: 16 February 2021

AGENDA

1 Decontamination plan

2 Fire extinguishers

3 Waste Care

4 A.O.B

5 Closure

Decontamination plan

Benches, sample area, bleeding room and door handles must be decontaminated every shift and a decontamination plan must be marked after decontaminating.

Fire Extinguish

Fire extinguish must be replaced cause its expiry dates on the last day of February 2021. Fire drill was discussed, and the assembly point was shown to everyone in case there is fire.

Waste Care

Samples will be kept for seven days in the fridge after that they will be thrown in the allocate waste bin. sharps also thrown the sharps container. The bin next to the sink is for general waste and a red plastic must be used for hazardous waste.

A.O.B

Finding: gloves are thrown in every bin.

Correction. Gloves should be thrown in allocated bins.

No lab coats are allowed in the kitchen.

No food allowed in the sample or reagent fridge.

Do not answer the phone wearing gloves.

The meeting was adjourned.

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