

Visitor's Safety Guide



Street Addresses

Headquarters (HQ)
638 North 18th Street
Milwaukee, WI 53233

Blood Research Institute (BRI)
8733 Watertown Plank Road
Milwaukee, WI 53226

Visitor parking is available.

Visit <http://www.bloodcenter.com> and click
“Donating Blood” for donor center information.

General Mitchell International Airport
5300 South Howell Avenue
Milwaukee, WI 53207
(414) 747-5300 info@mitchellairport.com

Phone Numbers

Major Emergency (Fire, Police, Ambulance) **9- 911**

BloodCenter Operator 0

BloodCenter Security 6108

Environmental Health and Safety

Phone Numbers

Environmental Health and
Safety Specialist Office 6042

Cell Phone 9-414-588-7864

Office 6289

Cell Phone 9-1-262-284-0580

Blood Research Institute (BRI)
Administration 6238

Dial 9 for an outside line.

BloodCenter of Wisconsin is a smoke-free, wheelchair accessible organization. Wireless technology is available at HQ and BRI.

Introduction

Welcome to BloodCenter of Wisconsin, Inc.

As a visiting scientist, physician, technologist, student, auditor or other individual who is spending time in a laboratory or work area on a limited basis, this Visitor's Safety Guide will provide the information you need to maintain a safe working environment.

BloodCenter of Wisconsin facilities consist of many different departments including donor collection, blood processing, distribution, clinical laboratories, research and many other support systems. With so many different areas within our buildings, you could come in contact with hazardous materials such as chemicals, biohazards, and radioactive materials.



Biosafety

Biosafety deals with the safe handling of biological materials that are potentially hazardous to human health. These biological materials are primarily human blood and any materials or equipment contaminated with blood. Blood and certain other human body fluids may contain disease-transmitting microorganisms (bloodborne pathogens) such as bacteria or viruses that can cause disease. While there are many different types of bloodborne pathogens that can cause disease, three are of major concern: the Hepatitis B virus, the Hepatitis C virus, and the Human Immunodeficiency Virus (HIV).

Hepatitis B and C viruses cause diseases that affect the liver. Diseases vary from a mild flu-like syndrome to liver cancer and liver failure. Symptoms can include fatigue, loss of appetite, diarrhea, and jaundice (a yellowing of the skin and eyes).

HIV is a virus that disables the human immune system and develops into AIDS, the Acquired Immune Deficiency Syndrome. AIDS is a disease marked by the presence of opportunistic infections, such as pneumonia. AIDS is believed to always lead to death.

These diseases can be transmitted occupationally by:

1. Needlesticks or cuts with contaminated objects.
2. Splashes into eyes, nose, or mouth.
3. Splashes onto non-intact skin such as a rash or cut.

The best approach to protect yourself is to use "**Universal Precautions.**" Universal Precautions assume that all human blood, certain human body fluids, and associated equipment could be carrying a disease, so we attempt to eliminate all contact that may transmit disease. Appropriate personal protective equipment (PPE) must be worn when working with biological material.

Warning signs called biohazard signs are orange/red in color with a biohazard symbol in a contrasting color. These biohazard signs and labels are posted on equipment used with biological material and containers that hold biological material. All biological material must be handled and/or moved by trained BloodCenter staff. A copy of our Exposure Control Plan that further explains BloodCenter of Wisconsin policies about safe handling of biological material is available upon request.

Chemical Safety

BloodCenter of Wisconsin uses many different types of chemicals, ranging from harmless to hazardous. There can be potential harmful health effects resulting from contact with these materials. Since it is not always possible to easily determine what risk exists for any particular chemical, the best approach is to treat all chemicals with respect and to eliminate contact.

Hazardous chemicals must have labels on the containers that provide information on the physical and health hazards associated with their use. Another source of information on chemicals is a Material Safety Data Sheet or MSDS. An MSDS will provide information on incompatibilities, medical conditions that could be aggravated by the chemical, physical hazards, first aid, PPE, and disposal. MSDSs are available at BloodCenter of Wisconsin and Blood Research Institute and on our Intranet. If you need assistance retrieving an MSDS, please ask your host department.

Copies of the BloodCenter of Wisconsin Hazard Communication Program and Chemical Hygiene Plan are available upon request.

Radiation Safety



BloodCenter of Wisconsin uses radioactive materials in small quantities and at low levels. We operate our Radiation Safety Program under a philosophy known as ALARA -- As Low As Reasonably Achievable. Our goal is to keep radiation exposure to our staff and to the public as low as reasonably achievable.

Radiation hazard signs are posted in areas where radioactive materials are used or stored. The signs are yellow and purple and state "CAUTION: RADIOACTIVE" or some variation of this. Warning signs and labels are also posted on equipment used with radioactive materials and on all containers that hold radioactive materials. All radioactive material is labeled and may only be handled and/or moved by trained BloodCenter of Wisconsin staff.

Safe Work Practices

Before you begin any job at a BloodCenter of Wisconsin facility, you must first know through your host or the department's supervisor the tasks you will be performing or observing. This includes what you should and should not touch and any personal protective equipment (PPE) required to perform those tasks. Please do not perform any tasks until you have been informed of the hazards of that task.

1. Be aware of signs and labels that provide information on the types of hazards present. Signs are used to describe the hazards associated with laboratory areas, equipment, or containers.
2. Wear suitable protective clothing when working in laboratory areas.
3. Do not handle or move any chemicals, radioactive materials, or biohazardous materials or equipment unless you have been trained to work with these materials.
4. Do not clean up any spills unless you have been trained to do so. Notify any laboratory staff present or contact your host or the department's supervisor.
5. Do not eat, drink, chew gum, or apply make-up in laboratory areas. Do not store food or drink in a laboratory area, refrigerator, or freezer. Smoking is **NOT** permitted on BloodCenter of Wisconsin property.
6. If you come into contact with a hazardous material:
 - a. Remove any contaminated clothing.
 - b. Notify your host or the department's supervisor immediately.
 - c. Rinse with water the area of your body exposed to the hazardous material for at least 15 minutes, unless the MSDS indicates otherwise.
7. If you find a fire, pull the nearest fire alarm and exit the building immediately. Lighted exit signs provide the direction to the nearest fire exit. Do not use the elevator.
8. When a fire alarm goes off, **ALWAYS** assume there is a fire and exit the building immediately, unless you are told otherwise.

Please contact the Quality Support Services Department for additional information.

Examples of those who must sign this form include all visiting scientists, physicians, technologists, students, auditors and other individuals who are spending time in laboratories or work areas in a BloodCenter of Wisconsin facility. Visitors whose employers restrict them from signing this form will be given an opportunity to read the *Visitor's Safety Guide* and a BloodCenter of Wisconsin employee will sign as a witness to the presentation of the *Visitor's Safety Guide*.

I have been provided with a BloodCenter of Wisconsin Visitor's Safety Guide and been informed that copies of the Exposure Control Plan and Hazard Communication Plan are available to me upon request.

I have provided BloodCenter of Wisconsin with Material Safety Data Sheets on any chemicals I am bringing into the facility.

I have been notified of and understand the hazards that may be present within a BloodCenter of Wisconsin facility and have been provided with information for a safe working environment.

Discoveries

The BCW policy on ownership of intellectual property developed jointly with a non-employee is that both BCW and the non-employee's employer should share rights. Whenever appropriate, a written agreement should be made before the initiation of a joint effort. I understand that I will be required to assign rights to intellectual property to either my employer or to BCW for intellectual property developed during my visit.

Confidentiality of Intellectual Property

I understand that my work or visit to BCW may involve receiving BCW confidential business and technical information. I agree to adhere to the obligation to maintain such information in strictest confidence, both during and after my visit to BCW. I acknowledge that such confidential information may be oral or written, may be contained within information I develop, come to possess or know, and may relate to BCW technical matters, such as research, development, product design, engineering data, specifications, processes, formulations, and manufacturing operations or techniques, and may relate to BCW business matters, such as planning, purchasing, accounting, selling, marketing or customer relations.

Confidentiality of Health Related Information

As a visitor to a BloodCenter of Wisconsin facility, you may see or hear patient or donor Protected Health Information (PHI). This information is protected by Federal Law, State Law and BloodCenter of Wisconsin policies. Federal Law, Health Insurance Portability and Accountability Act (HIPAA) and State Law govern PHI and require strict protection of the confidentiality of individual health related information.

If you have any questions, please ask to speak with the Privacy Officer.

I understand that any health related information I may come in contact with while visiting BloodCenter of Wisconsin must be kept confidential.

Signature of Visitor or Witness

Date

Printed Name

Company/School

BloodCenter Representative

Please retain this form in the host department.