1. INTENT

This guideline outlines the process and procedures for the collection of human blood and other human biomedical products from external agencies and the subsequent transport and handling of these specimens.

This guideline aims to ensure compliance with the requirements of the:

1. University’s Infection Control Policy and Procedures.
3. Infection Control Guidelines of the Australian / New Zealand Standards.
4. National Health and Medical Research Council of Australia (NHMRC).
5. Australian National Council on AIDS.
6. Policy guidelines set down by the suppliers of biomedical products.

This guideline does NOT relate to the actual physical collection of blood or other biomedical products from human subjects, and the subsequent handling and storage of such specimens, used for/ in routine laboratory work, research work, or practical classes for students. Reference will need to be made to the University Infection Control Manual for guidelines regarding the collection and handling of such materials.
2. ORGANISATIONAL SCOPE
   All Edith Cowan University (ECU) Workers.

3. DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>AIDS</td>
<td>Acquired Immunodeficiency Syndrome</td>
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<tr>
<td>ARCBS Agreement</td>
<td>Australian Red Cross Blood Screening Agreement</td>
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<tr>
<td>Australian / New Zealand Standard</td>
<td>The Australian and New Zealand standard published by the Standards Association of Australia</td>
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<tr>
<td>Biomedical</td>
<td>Biological and medical; pertaining to the application of biology, biochemistry, biophysics to the study of medicine.</td>
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<tr>
<td>Biomedical Product</td>
<td>Any biological or medical product of human source.</td>
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<tr>
<td>Blood</td>
<td>Refers to human blood.</td>
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<tr>
<td>ECU</td>
<td>Edith Cowan University</td>
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<tr>
<td>External Agencies / Institutions</td>
<td>Recognised places from which the specimens are collected or information obtained in regard to the collection of biomedical specimens, ie, hospitals, hospital laboratories, pathology departments, pathology services and clinics, The Australian Red Cross Blood Service, tertiary and other educational institutions.</td>
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<tr>
<td>HIV</td>
<td>Human Immunodeficiency Virus.</td>
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<tr>
<td>NHMRC</td>
<td>The National Health and Medical Research Council of Australia.</td>
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<tr>
<td>Nominated Person</td>
<td>Individual nominated to demonstrate and train all staff in the correct procedures involved in the collection, transporting, handling, and disposal of blood and other biomedical products</td>
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<tr>
<td>NPAAC</td>
<td>The National Pathology Accreditation Advisory Council.</td>
</tr>
<tr>
<td>School</td>
<td>A division of Edith Cowan University.</td>
</tr>
<tr>
<td>Screened / Tested Products</td>
<td>Materials examined and tested and deemed by the issuers as safe for use in routine laboratory work and for practical class usage.</td>
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<tr>
<td>Supervisor</td>
<td>The senior person responsible for the laboratory staff in that workplace.</td>
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<tr>
<td>Technical staff</td>
<td>Laboratory staff trained in biomedical science laboratory skills and related occupational safety and health activities.</td>
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<tr>
<td>Worker</td>
<td>The person who carries out work in any capacity for ECU, including work as:</td>
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<td>a. an employee; or</td>
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<td>b. a contractor or subcontractor; or</td>
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<td>c. an employee of a contractor or subcontractor; or</td>
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<td>d. an employee of a labour hire company who</td>
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has been assigned to work in the persons business or undertaking; or
e. an apprentice or trainee; or
f. a student gaining work experience; or
g. a volunteer.

4. GUIDELINE CONTENT

4.1 Use of Blood and Biomedical Specimens

- All blood and biomedical specimens must have been screened and tested by the issuers and deemed safe for routine laboratory work and class usage before being released to any school of Edith Cowan University.
- No unscreened or untested blood or other biomedical products shall be collected from external agencies for use in routine laboratory work or class usage by any school of Edith Cowan University.
- Unscrened blood may, in certain circumstances, by used in research activities. Anyone wishing to use unscreened blood must, prior to collecting specimens from the Australian Red Cross Blood Service:
  a) Refer to clause 6.3 of the (ARCBS) Agreement;
  b) Discuss the need and reasons for requirements with the Faculty Executive Dean or Pro-Vice-Chancellor (Research);
  c) Obtain written authorisation from the Faculty Executive Dean / Pro-Vice-Chancellor (Research) or the University Institutional Biosafety Committee to obtain and/or use such specimen(s);
  d) Provide the ARCBS with a copy of the above-mentioned authorisation.

4.2 Nominated Person(s)

- The Head of School of each School that plans to use blood and other biomedical products shall appoint a Nominated Person(s) who is a senior technical staff member, or similarly qualified person to manage and control the process.
- It will be the responsibility of the Nominated Person(s) to demonstrate and train all workers in the correct procedures involved in the collection, transporting, handling, and disposal of blood and other biomedical products.
- The Nominated Person(s) must have knowledge of:
  a) Procedures and processes as dictated by the University’s Infection Control Policy;
  b) Legislative responsibilities;
  c) National and State requirements;
  d) Procedures and processes for the collection, packaging, transporting, handling and disposal of blood and other biomedical products; and
  e) Emergency procedures and processes.
- Nominated Person(s) who have been designated the responsibility for the provision of information, instructions, training and supervision are required to:
  a) Sign the “Acknowledgment Form” Appendix 1 of this Guideline to indicate that they are satisfied that each worker has received adequate
information, instructions and training in the handling of blood and other biomedical products; and
b) Maintain and update a list of names of those workers that have been trained to handle blood and other biomedical products.

4.3 Training

- Only workers fully trained in the correct management and control procedures for the handling of blood and other biomedical products will be permitted to collect specimens.
- All workers involved in the process of handling blood and other biomedical products must be familiar with the operational guidelines as set down in the
  a) University’s Infection Control Policy
  b) Faculty of Health, Engineering and Science (FHES) Laboratory Information Sheet No 4, “Working with Human Body Fluids”.
- Each trained worker will be required to sign the “Acknowledgment Form” consenting that they agree to collect and handle blood and other biomedical specimens and that they are aware of:
  a) Their responsibilities and the types and nature of materials involved;
  b) Procedures for the collection and transport, and /or handling and disposal of the materials.
- The “Acknowledgment Form” must be signed by the Executive Dean of the Faculty to accept and formally recognise the recommendations of the Nominated Person(s) and acceptances of trained workers.

4.4 Receipt of Biomedical Specimens

- Trained workers shall ensure that the criteria set down in supply guidelines and agreements of the organisations providing the specimens are adhered to.
- Each School will accept responsibility for all specimens they have ordered after the specimens have been satisfactorily packed by the supplier and handed to/received/collected by the designated University laboratory staff member.
- The trained worker shall inspect the specimen/s when unpacked to ensure there is tagging on the specimen/s and/or written documentation to classify the status of the specimen/s (ie. tested or untested) prior to any dispensing or use of the specimen/s.
- If no status identification exists, written classification from the issuing institution or agency must be sought before the specimens can be used.
- If the specimens have not been tested and are therefore not deemed safe for routine laboratory work (or if permission has not been granted for use of such specimens) the specimen/s should be discarded immediately and appropriately as determined in the University Infection Control Manual or returned to the issuing agency / institution.

4.5 Transport and Handling of Biomedical Specimens

- Blood, urine, saliva, faeces and other body substances MUST be treated as potential sources of Hepatitis, HIV/AIDS, and other microbiological infections. Every care must be taken to avoid contamination by these types of specimens and there must be strict adherence to written guidelines.
• Conditions during transportation of pathology specimens must ensure that:
  a) The integrity of the specimen is maintained; and
  b) The well-being of people transporting the material, the general public and
  the environment are preserved.
• The University embraces the Guidelines for the transportation of pathology
  specimens developed by the National Pathology Accreditation Advisory Council
  (NPAAC). There is an expectation that the requirements of these guidelines will be
  achieved.
• Specimens to be transported within institutions must be placed in strong tight-sealed
  containers and placed on a sturdy tray/s or a trolley during transport.
• No specimens should be accepted from the Blood Bank, any hospital or other
  institution unless they are satisfactorily sealed and packaged for transport. If
  specimens do not meet packaging requirements or standards as stipulated, or if the
  person collecting the materials has concerns about the packaging, they are not to
  accept the materials and request that the specimens be repacked. If problems arise
  they are to contact their supervisor and seek appropriate advice.
• Specimens to be transported between institutions must be surrounded with
  absorbent padding within plastic and in a strong tight-sealed container. This
  container should then be placed in a secondary leak-proof sealable container.
• All specimens being transported must be clearly labelled with description of the
  specimens and labelled with appropriate biohazard stickers. Guidance on this
  requirement may be obtained from http://www.health.gov.au/internet/main/publishing.nsf/Content/npaac-trans-path-
  spec-loc
• If there is any doubt regarding the transport of any specimen, an authorised person
  from a specialised medical laboratory is to be contacted for advice by the supervisor
  of University staff member.
• Vehicles used for the transportation of specimens are to carry a spillage kit and
  comprising of, as a minimum:
  a) Disposable gloves;
  b) A solution of sodium hypochlorite solution containing 1000ppm available
     chlorine (e.g. Milton Antibacterial solution can be diluted 1/10 achieve this
     solution);
  c) Paper towels; and
  d) A strong sealable biohazard discard bag..
• In the event of a spillage or damage to specimens, supervisors are to be notified as
  soon as possible after the event.

4.6 Emergency Procedures

• In the event of an emergency situation involving blood or other biomedical products
  occurring on University premises, medical emergency procedures contained in the
  flip chart located in all buildings on all campuses shall be followed.

4.7 Hazard and Accident Reporting

• Reporting of all hazards and accidents shall be as per the University Accident
  Reporting and Investigation Policy [HR144]
5. RELATED DOCUMENTS:

6.1 The guideline is supported by the following Guidelines:

Available from the Work Health and Safety pages of the HR Service Centre website:
- Infection Control Policy [HR106]
- Work Health and Safety Policy [HR081]
- Accident Reporting and Investigation Policy [HR144]
- Accident Report Form

6.2 Other documents which are relevant to the operation of this guideline are as follows:

- Faculty of Health, Engineering and Science Laboratory Information Sheet No 4, ‘Working with Human Body Fluids’
  http://intranet.ecu.edu.au/__data/assets/pdf_file/0004/208516/Handout-4-Human-Bodyfluids.pdf
- Occupational Health and Safety Act 1984
- Occupational Safety and Health Regulations1996
6. CONTACT INFORMATION
For queries relating to this document please contact:

<table>
<thead>
<tr>
<th>Policy Owner</th>
<th>Director Human Resource Services Centre</th>
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</thead>
<tbody>
<tr>
<td>All Enquiries Contact:</td>
<td>Senior Health and Safety Advisor</td>
</tr>
<tr>
<td>Telephone:</td>
<td>08 6304 2725 / 08 6304 2874</td>
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<tr>
<td>Email address:</td>
<td><a href="mailto:osh@ecu.edu.au">osh@ecu.edu.au</a></td>
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7. APPROVAL HISTORY

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<tr>
<td>Date First Approved:</td>
<td>December 2001</td>
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<tr>
<td>Date last modified:</td>
<td>November 2013</td>
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<tr>
<td>Revision History:</td>
<td>June 2009 Policy amended to comply with University Guidelines re Drafting of Policy Documents</td>
</tr>
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<td></td>
<td>November 2013 Policy converted to guideline to align with new policy template and content structure</td>
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<tr>
<td>Next Revision Due:</td>
<td>November 2016</td>
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<td>TRIM File Reference</td>
<td>291/14</td>
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Appendix 1
ACKNOWLEDGEMENT FORM FOR COLLECTION AND HANDLING OF BLOOD AND OTHER BIOMEDICAL PRODUCTS

This is to verify that the following people:

- Have received training in the handling of blood and other biomedical products and are qualified to collect, transport, and handle the products, and are versed in the handling of spillages.
- Understand the responsibilities and protocols involved in the collection, security, transport, and handling of blood and other biomedical specimens.
- Accept to abide by the handling, responsibility and protocol guidelines as set down in by the Faculty of Communications, Health and Science and by the guidelines as set down by the Australian Red Cross Blood Bank and other biomedical material suppliers.

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<tr>
<th>Staff member Name and Signature</th>
<th>Date</th>
<th>Position</th>
<th>School and Campus</th>
<th>Nominated by Name and Signature</th>
<th>Date</th>
<th>Position</th>
<th>School and Campus</th>
<th>Head of School Name, Signature &amp; Date</th>
<th>Executive Dean Name, Signature &amp; Date</th>
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