

QUALITY MANUAL: MODEL ACCORDING EC4 ESSENTIAL CRITERIA

## 5. PREMISES AND ENVIRONMENT

### 5.3. FACILITIES FOR PERSONNEL

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## 1. INTRODUCTION

There should be adequate facilities for staff relaxation.

There should be sufficient locker space.

There should be sufficient sanitary accommodation.

From Burnett; (5):

*There are two aspects to standards for the provision of staff facilities, firstly those facilities associated with welfare, and secondly those associated with education and training which have been dealt with in Chapter 6. EC Directive 89/654/EEC\* [\*OJL 393, 30.12.1989] concerns 'the minimum safety and health requirements for the workplace', and is the first individual directive resulting from the 'framework directive'.*

*It has been implemented in the UK as the Workplace (Health, Safety and Welfare) Regulations 1992. With respect to the welfare of staff, the regulations require the provision of sanitary conveniences and washing facilities, drinking water, accommodation for clothing, facilities for changing, and facilities for rest and to eat meals. Of particular interest in relation to staff welfare in laboratories are the standards in relation to the 'accommodation for clothing and facilities for changing' and the 'facilities for rest and to eat meals'.*

### 1.1. SCOPE

This document applies to all laboratory personnel

### 1.2. AIMS

To clarify aspects of the work space environment

To identify rest and sanity areas

To clarify what is expected in the workplace environment during rest and changing time

To fulfil the requirements of the following clauses:

ISO 15189	ISO 9000: 2000	ISO 17025
5.2. Accommodation and environmental conditions. 5.2.2.	6. Management of the resources. 6.3. Premises	

### 1.3. PUBLICATION CREDITS

EC4 WG

### 1.4. REFERENCES

- Jansen RTP, Blaton V, Burnett D, Huisman W, Queraltó JM, Zérah S, Allman B. European Communities Confederation of Clinical Chemistry: Essential criteria for quality systems of medical laboratories. Eur J Clin Chem Clin Biochem 1997; 35(2): 123-132.
- ISO/TC 212/WG 1., Quality management in the clinical laboratory. Revised ISO/CD 15189, Quality Management in the Medical Laboratory (December 1998). 5.2.2.
- ISO/DIS Quality management systems – Requirements. ISO 9000. Geneva: ISO, 2000; 6.3.
- Jansen RTP, Bank CMC, Huisman W, Penders TJ. NVKC Model quality manual. 2<sup>nd</sup> rev. ed. Utrecht: NVKC 1996.
- Burnett D. Understanding accreditation in laboratory medicine. Chapter 7. Facilities and equipment. Association of Clinical Biochemists: London. 1996; 123.

### 1.5. RELATED DOCUMENTS

Safety Manual

### 1.6. ABBREVIATIONS

### 1.7. RELATED DEFINITIONS

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## 2. SANITARY CONVENIENCES AND WASHING FACILITIES



Sanitary conveniences and washing facilities are displayed in Figure 1 according the following signs:

Toilets



Showers

## 3. DRINKING WATER

Drinking water is available in the locations marked with the following sing:



## 4. ACCOMMODATION FOR CLOTHING AND FACILITIES FOR CHANGING

There is a adequate and suitable space to store workers' own clothing and special clothing. (Figure 1: "CHANGING FACILITIES").

This space is secure and ensures the privacy of the user.

The facilities are readily accessible from workrooms and washing and eating facilities.

These facilities allow for drying clothing.

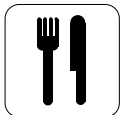
### 4.1. SPECIAL WORK CLOTHING

Changing facilities for workers who change into special work clothing are provided and marked in Figure 1 ("CHANGING / SPECIAL").

## 5. FACILITIES FOR REST AND TO EAT MEALS

Suitable, readily accessible, rest facilities are provided for workers to use during breaks (Figure 1: "REST")

Rest areas is 7 m x 6 m. It contains 12 with 2 backrests and 3 tables, for a maximum occupancy of 15 persons. They include suitable facilities to eat meals, a coffee maker, tea pots, microwave...



Institutional canteens or restaurants may be used as rest facilities with no obligation to purchase food.

Rest areas and rest rooms are non-smoke facilities.

### 5.1. SPECIAL REST AREAS

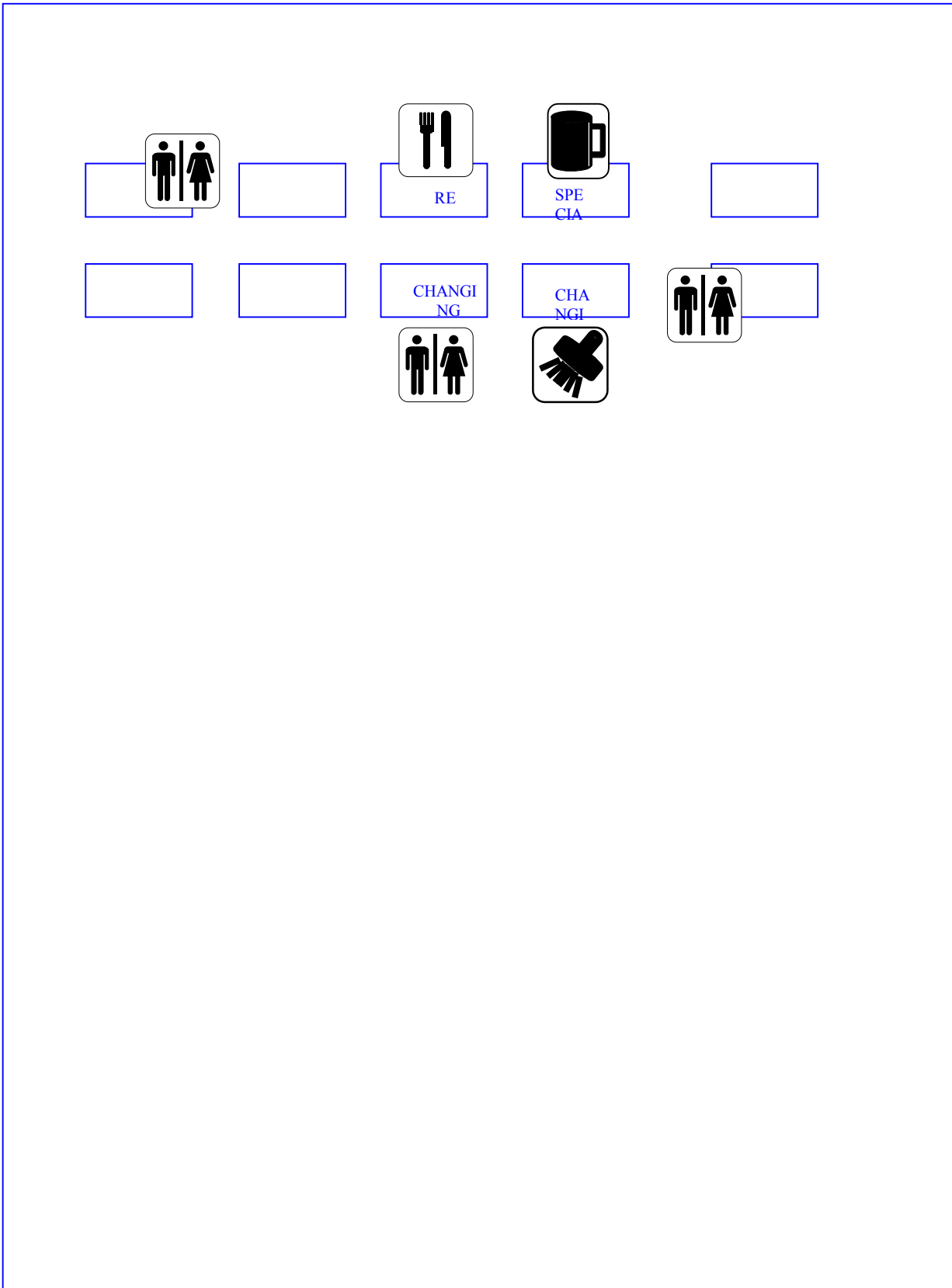
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Special rest facilities are provided for pregnant women and nursing mothers (Figure 1: "SPECIAL REST")  
 They are near to sanitary facilities and, include the facility to lie down.

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