

# **City of Waterville**

## **BLOODBORNE DISEASE EXPOSURE CONTROL PLAN**

*Adopted 6-7-11*

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## **1. Purpose and Applicability of the Bloodborne Disease Exposure Control Program**

The purpose of this exposure control program is to minimize or eliminate potential employee exposure to human blood and certain other body fluids or tissues by defining special precautions.

An additional purpose for this program is to define the administrative responsibilities for the program. It is suggested that the final OSHA Regulations and Instruction CPL 2-2.44 C also be used as a reference. Other sources of regulatory assistance may include individual state OSHA and public health agencies.

While contact with the above materials is not a frequent on-the-job occurrence with City of Waterville personnel, potential exposure may occur in first-aid situations where there are open wounds or where breathing resuscitation efforts are required. This program primarily addresses those parts of the regulation that would apply to this minimum exposure.

This model blood borne disease exposure control program has been modified in accordance with instructions provided by the Minnesota Association of Municipal Utilities and applicable state and federal regulations and has been approved as the City of Waterville's own blood borne disease exposure control program by the appropriate administrative or governing authority.

## **2. Definitions**

Potentially infectious material is defined as human blood and blood products, contaminated sharps and syringes, human tissues and organs and certain body fluids. These body fluids include semen, vaginal secretions, saliva in dental procedures, cerebral-spinal fluid, fluids from joints, chest cavity, heart sac, abdomen or birth sac and any fluid that is visibly contaminated with blood or if the conditions are such that it is difficult or impossible to tell if blood or other body fluids are present.

Contact with unbroken skin is not considered to be hazardous.

A blood borne pathogen is defined as any organism present in human blood that can cause disease in humans. These pathogens include, but are not limited to, HBV and HIV.

A potentially exposed employee is any employee who may reasonably be expected to be exposed to specific eye, mouth or other mucous membrane or non-intact skin contact with the potentially infectious materials mentioned above while performing assigned duties.

## **3. Exposure Determination and Participation List**

The first step in implementing the program will be to prepare an Exposure Determination and Participation List. Rules require that each job position with potential exposure to blood borne pathogens will be placed into either a category in which all employees have potential exposure or into a category in which only some employees have potential exposure.

Exposure determination will be made without regard to the use of personal protective equipment (PPE).

The exposure control program will be reviewed and updated to reflect significant changes in jobs or procedures.

#### **4. Universal Precautions**

Universal precautions are methods of exposure control in which potentially infectious materials are always treated as if they were known to be infected with blood borne pathogens. The following policies will be followed to protect all employees:

##### **A. Employee Responsibilities**

1. Gloves will be worn whenever there is the potential for the hands to come in skin contact with blood, infectious materials, mucous membranes, non-intact skin, or surfaces and materials soiled with blood or other potentially infectious materials.
2. Disposable gloves will be replaced as soon as possible when they are visibly soiled, torn, punctured, or may no longer provide a barrier to contamination.
3. Employees will wash their hands immediately after removing protective gloves or other PPE and after hand contact with blood or other potentially infectious materials. If working away from a facility with a water supply, disinfecting towelettes may be used and hands will be washed with soap and water as soon as possible.
4. All PPE will be removed immediately after completion of the task being performed and placed in a designated appropriate area or container for storage, washing, decontamination or disposal.
5. Masks, eye protection or chin-length face shields will be worn if there is a potential for splashes, spray, or spatters of blood or other potentially infectious materials into the air where it may contact the eyes, nose, or mouth.
6. Depending upon the task and degree of exposure expected, protective clothing will be worn that provides effective protection.

Gowns, coats, aprons or similar items will be worn if there is a potential of contaminating work clothing and a protective cap will be worn if there is the potential for the splashing or spraying of potentially infectious material on the head.

Fluid resistant clothing will be worn if there is a potential for the splashing or spraying of blood or other potentially infectious materials.

Fluid proof clothing and shoe covers will be worn if there is a potential for clothing or shoes to become soaked with blood or other potentially infectious materials.

7. Hypodermic needles other sharps will be disposed of properly.
8. It is prohibited to eat, drink, smoke, apply cosmetics or lip balm, handle contact lenses, or store food and beverages in areas of possible contamination or occupational exposure.
9. All procedures involving blood or other potentially infectious materials will be performed in such a way to minimize splashing, spraying, or the production of aerosols.
10. Direct mouth to mouth contact is discouraged. Resuscitation procedures will be performed with mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
11. Potentially infectious broken glassware and other sharp items will not be picked up directly by hand but will be manipulated using mechanical devices such as a brush, dust pan, tongs, and forceps or cotton swabs.
12. Any container used to hold potentially infectious materials will be closable, leak proof, and display the universal biohazard symbol shown. If the outside of the container is likely to be contaminated also, a second leak proof container will be placed over the first, labeled as above, and closed to prevent leakage during handling, storage, and transport. If puncture of the first container is likely, both containers will be puncture resistant.



### **BIOHAZARD**

If the above container holds infectious waste for disposal, the disposal method will comply with federal, state and local regulations.

13. If sharps are used, they will be placed immediately in closable, puncture resistant and disposable containers which are leak proof on the bottom and sides and display the universal biohazard symbol.

These containers will be easily accessible to personnel in the immediate area of use and will be replaced routinely and not allowed to become overfilled.

14. If reusable items are contaminated, they will be decontaminated before washing and/or reuse or processing.
15. All laundry used in a potentially infectious situation, will be treated as if it were contaminated and will be handled as little as possible with a minimum of agitation.

The laundry will be bagged at the location where it was used, the bag will display the universal biohazard symbol and the laundry will be sorted only in a well ventilated area by trained employees wearing protective gloves and other appropriate PPE to prevent exposure during handling and sorting.

#### **4B. Employer Responsibilities**

1. Any engineering or work practice controls which would help isolate or remove the hazards will be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
2. The City of Waterville will provide appropriate PPE and ensure that affected employees use the appropriate protective equipment and follow the above universal precautions.

The supplied equipment may include items such as disposable or reusable gloves, fluid-proof aprons, coats, head and foot coverings, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or any other device which would protect the worker from work exposure.

3. PPE will be provided in the appropriate sizes for affected employees and will be readily accessible at the worksite or issued to the employee. If an employee is allergic to the gloves normally provided, hypoallergenic gloves will be provided for that employee.
4. Provisions will be made for the cleaning, laundering or disposal of PPE and all such equipment will be repaired or replaced as needed to maintain its effectiveness.
5. Wherever contamination may occur, the worksite will be maintained in a clean and sanitary condition. An appropriate written schedule for cleaning and the method of disinfection (a solution of 1:10 of household bleach and water is acceptable as is any disinfectant that is tuberculocidal) will be provided and will be based on the work location, the type of contamination, the type of surface to be cleaned and the type of procedures used.

All equipment and work surfaces will be cleaned and disinfected immediately after contact with blood or other potentially infectious materials. If protective coverings are used, they will be removed and replaced at the end of the work shift or whenever they become obviously contaminated.

Equipment (including containers and receptacles) intended for reuse which may become contaminated will be checked routinely and before servicing or shipping and will be decontaminated as needed.

6. Communication of Hazards to Employees

Warning labels will be fixed (to prevent their loss or accidental removal) to containers or equipment (such as refrigerators) containing contaminated material.

These labels will be orange-red with lettering of a contrasting color and will display the universal biohazard symbol.

Signs will be posted at the entrance to any work area where potentially infectious material is located. The sign will include:

The word "Biohazard" and the universal biohazard symbol with the sign being orange or red with letters of a contrasting color.

The name of the infectious agent.

Any special instructions for entering the area, and the name and telephone number of the supervisor of the area.

**5. Training**

The City of Waterville will ensure that all affected employees participate in a training program which will include the following:

- A. The training program will contain at least the following for each affected employee:
1. The location of a copy of this policy and the OSHA standard 1910.1030 that is available to all employees at all work hours and an explanation of their contents.
  2. A general explanation of the epidemiology and symptoms of blood borne diseases.
  3. An explanation of the modes of transmission of blood borne pathogens.
  4. An explanation of the City of Waterville's exposure control program.
  5. The appropriate methods for recognizing tasks and activities that may involve exposure to blood and other potentially infectious materials.

6. The use and limitations of the universal precautions that will prevent or reduce exposure (engineering controls, work practices, and PPE).
  7. Information on types, proper use, location, removal, handling, decontamination and/or disposal of PPE.
  8. An explanation of the basis for PPE selection.
  9. Information on the hepatitis B vaccine, including its efficacy, safety, and the benefits of being vaccinated.
  10. Appropriate actions to take and persons to contact in an emergency.
  11. Procedures to follow if an exposure incident occurs, including:
    - The method of reporting the incident and the medical follow-up that will be available.
    - Information on provided medical counseling for exposed individuals.
  12. An explanation of hazard labels or color coding for contaminated waste materials.
- B. Once all current employees have been trained, new employees will be trained at the time of initial employment. The training will be appropriate in content and vocabulary to the educational level, literacy and language background of the employees being trained and will be given annually thereafter. See CFR 1910.1030(g)(2).

## 6. Medical Requirements

The City of Waterville will make HBV vaccination available to all employees with potential occupational exposure and post-exposure medical follow-up for any employee with an occupational exposure incident.

- A. All evaluations and the above items will be performed by or under the supervision of a licensed physician and all laboratory tests will be conducted by an accredited laboratory.
- B. All pertinent medical items will be provided at no cost to the employee and at a reasonable time and place according to standard recommendations for medical practice.
- C. The vaccination will be offered unless the employee has had a previous HBV vaccination or unless antibody testing has revealed that the employee is immune.
- D. The employee must sign a consent or decline form. If the employee declines the vaccination initially but elects to take it at a later date (while still covered under this policy), the vaccination will be provided at that time and if booster doses are recommended at a later date, they will be provided upon the advice of a physician.



E. Antibody testing will be provided for those employees who desire testing before deciding whether to receive vaccination. If the employee is found to be immune, an offer of vaccine to that employee is not required.

F. The post exposure evaluation will include at least:

1. Documentation of the exposure route, HBV and HIV antibody status of the source individual (if known) and the circumstances of the exposure.

2. If the source individual is known and permission can be obtained, the source individual's blood will be tested to determine the presence of HIV and/or HBV infection.

The source person's test results will be made available to the exposed employee and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious nature of the source individual. When the source individual is known to be infected with HIV or HBV, testing of the source person's blood need not be repeated.

3. Blood collection from the exposed employee will be done as soon as possible after the exposure incident. Actual testing of the sample may be done at that time or at a later date if the employee so requests.

4. Follow-up procedures will include antibody or antigen testing, counseling, illness reporting, and safe and effective post-exposure treatment to meet standard medical practices.

G. The City of Waterville will provide upon request the following to the evaluating physician:

1. A copy of this policy and the OSHA standard and its appendices.

2. A description of the affected employee's occupational duties as they relate to occupational exposure.

H. For each affected employee, the City Administrator-Clerk will obtain from the physician a copy of the physician's written opinion and provide a copy to the employee within 15 working days of the completion of the evaluation. Each written opinion will be limited to the following information:

1. The physician's recommendations upon the ability of the employee to receive HBV vaccination.

2. A statement that the employee has been informed of the results of the medical evaluation and that the employee has been told about any medical conditions resulting from exposure which might require further evaluation or treatment.

3. Those specific findings which are related to the employee's ability to receive HBV vaccination. Any other findings will remain confidential.

## 7. Recordkeeping

### A. Medical Records

1. An accurate record will be kept for each affected employee regarding his/her hepatitis B status and will include the following:
  - Name and social security number.
  - A copy of the employee's hepatitis B vaccination records relative to the ability to receive vaccination and the circumstances of any exposure incidents.
  - A copy of all results regarding the physician's examination, testing, and post exposure follow-up results.
  - A copy of the physician's written opinions.
  - A copy of the information that is required to be provided to the physician.
2. These records will be kept confidential and the information will not be reported to anyone except:
  - Examination and copying by the employee.
  - At the written consent of the employee.
  - To enforcement authorities authorized by OSHA.
3. These records will be maintained during the duration of employment plus 30 years.

### B. Training Records

1. Records of training will include the following:
  - A copy of the current training list of at-risk personnel with the current training status of each employee.
  - The dates of the training sessions and the name of the instructor.
  - A written summary of the contents of the sessions (see section 5B, page 10 for a general training outline).
  - The names of all persons attending the sessions.
  - These records will be maintained for three years.
2. These records will be kept confidential by the City Administrator/Clerk and the information will not be reported to anyone except:
  - For examination and copying by the employee.
  - To anyone who has the written consent of the employee.
  - When requested by enforcement authorities authorized by OSHA.

NOTE: If the City of Waterville ceases to do business and there is no successor employer to receive the records and maintain them for the required time, the City of Waterville will notify the Division of Labor at least 3 months prior to their disposal and send copies within that 3 month period if required to do so.