



City of Montpelier, Vermont
"The Smallest Capital City in the United States"

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN AND PROCEDURES

Last Updated June 19, 2003

Bloodborne Pathogens Exposure Control Plan and Procedures

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Purpose

This program was created to provide our employees with procedures and policies to reduce or eliminate occupational exposure to blood-borne pathogens to ensure their safety and health. Hepatitis B vaccination of exposed employees, utilization of universal precautions and training are integral to this policy. "Good Samaritan" acts such as assisting a co-worker with a nosebleed would not be considered occupational exposure. This program was prepared in accordance with OSHA regulation Section 1910.1030 Blood-borne Pathogens.

Copies of this program shall be located at each site where employees report to work.

Program administrator

The program administrator shall be responsible for annual review of the program, coordination of Blood-borne pathogen infection control training, purchase of equipment, incident reviews of injuries or illnesses that involve potential and actual exposures and maintain medical records.

Employees should refer their questions or comments about this program to the administrator.

The Program Administrator is

Eric Ladd, Public Works Department Supervisor

Annual review

The program shall be evaluated each June by each Department to determine its effectiveness and a written report submitted to the Program Administrator.

See evaluation form, page 6.

Employees covered

Employees that perform tasks that meet one of the following descriptions shall be covered under this program:

- a. Tasks that involve actual or potential for mucous membrane or skin contact with blood, body fluids or tissues.
- b. Tasks that involve no exposure to blood, bodily fluid or tissues, but employment may require exposure in an emergency.

A list of job classifications of covered employees is maintained as an appendix to this program. The tasks that may result in occupational exposure will be included for each classification as well as the personal protective equipment that is provided to the employees.

Personal protective equipment

Personal protective equipment (PPE) shall be provided to employees based on the exposure review consistent with the PPE policy of

City of Montpelier

Contaminated equipment and clothing shall be cleaned, laundered or disposed of by each department. Employees shall not be allowed to take contaminated clothing home to launder and shall immediately contact their supervisor. (Each department will provide Biohazard bags for contaminated clothing and temporary clothing.) Departments may contract with outside firms for laundry services. Each department shall post the name of the contracted laundry

firm and designate an area where contaminated clothing shall be stored prior to pickup. Employees shall not be charged for laundry service for contaminated clothing.

Universal precautions

Employees must comply with the following precautions if exposed to blood or blood products:

- a. Wash hands after any potential exposures as soon as practical. Bottles of waterless hand soap may be issued to all employees working at locations without water sources.
- b. Use necessary PPE with limited exception.
- c. Contaminated sharps, glass or needles must be disposed in a puncture resistant and leak proof container with proper warning labels.
- d. Disinfect respirators after each use.
- e. Employees with cuts or scrapes on their hands while preparing food shall use food preparation gloves.
- f. Eating, drinking, smoking, applying makeup or handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure.

Employee information and training

Any covered employee or those who supervise covered employees shall receive training as required by Section 1910.1030(g)(2). Training will include:

- a. An accessible copy of the regulatory text of this standard and an explanation of its contents;
- b. A general explanation of the epidemiology and symptoms of blood-borne diseases;
- c. An explanation of the modes of transmission of blood-borne pathogens;
- d. An explanation of the employer's exposure control;
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- f. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE;
- g. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE;
- h. An explanation of the basis for selection of PPE;
- i. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- l. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- m. An explanation of the signs and labels or color-coding.

Training will be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training will be documented. Every employee will be trained prior to undertaking any task where exposure could exist and retrained annually. Employees not trained shall not take any action but call their supervisor immediately when confronted with a potential blood-borne pathogen exposure.

Employees will be given a learning exercise during their annual training to determine their understanding of the program. New hires and transfers will be provided information during their orientation period. See employee training form, page 8.

The learning exercise will be retained as proof of training for the duration of the employee's tenure. See employee learning exercise form, page 9.

Housekeeping

All work-sites and vehicle will be maintained in a clean and sanitary condition. Each department shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location, type of surface to be cleaned, type of soil present and tasks or procedures being performed in the area.

All contaminated equipment or locations shall be cleaned up as soon as feasible using the universal precautions. All bins, pails, cans and similar receptacles intended for reuse that have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials should be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as possible upon visible contamination. Biohazard bags and container will be provided for contaminated material disposal.

Hepatitis B vaccination and post-exposure evaluation and follow-up

Hepatitis B vaccine and vaccination series will be provided free of charge to all employees who have occupational exposure including post-exposure evaluations and follow-ups for all employees who have had an exposure incident. Medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, will be performed by or under supervision of a licensed physician.

Employees seeking Hepatitis B vaccinations, post-exposure review or other medical procedures under this program shall check with their supervisor for procedures for referral to doctor or clinic. Employees accepting Hepatitis B vaccinations shall complete the consent form, page 10.

Employees declining the Hepatitis B vaccinations shall complete the declination form, page 11.

The forms and other medical records shall be maintained in the employees' confidential medical file.

Post exposure procedures

Employees subjected to an exposure incident shall:

Immediately report exposure incident to a supervisor, Complete employee's incident report within 12 hours of exposure, and Report to designated health care provider for post exposure evaluation, care and counseling.

Outside contractors

The program administrator shall inform all contractors of the elements of this program. Contractors must also make a copy of their blood-borne pathogens program and their exposure control plan available to the program administrator. Those who fail to follow the program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.

Violation of blood-borne pathogens/exposure control program

Employees who violate procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

Annual Blood-borne Pathogen Program Evaluation

Program Name:

Blood Borne Pathogen Program

Evaluation Date:

Evaluation Team:

Name	Title	Department

List injuries, exposures or near misses attributable to failure of program or failure to follow program:

Recommendations for additions to procedures/policies with explanation for each:

Recommendations for deletions of procedures/policies with explanation for each:

Recommendations for modifications to procedures/policies with explanation for each:

Description and date of actual modifications made:

Blood-borne Pathogens Exposure Determination

City of Montpelier

Updated by:

Montpelier Safety Committee

Last Updated:

June 19, 2003

Employees under the following classifications have been identified as having potential occupational exposure risks:

Police Department

Covered employees: all patrol officers, command officers, trainees

Tasks: Restraint of suspects, first aid/CPR, accident/crime scene investigations, housekeeping duties

PPE: gloves, resuscitation masks

Fire Department

Covered employees: all firefighters, fire inspectors, command officers

Tasks: first aid/CPR

PPE: gloves, resuscitation masks

Parks Department

Covered employees: laborers, parks supervisors, park ranger

Tasks: first aid/CPR, house keeping duties

PPE: gloves, resuscitation masks, protective eyewear

Wastewater and Water Plant

Covered employees: lab tech, supervisor, wastewater operator I and II

Tasks: first aid/CPR, sewer line repair, sample collection, pump maintenance, house keeping duties

PPE: gloves, resuscitation masks, protective eyewear

Streets and Equipment

Covered employees: supervisors, equipment operators, mechanics, truck drivers, clerks and laborers

Task: first aid/CPR, housekeeping duties

PPE: gloves, resuscitation masks, protective eyewear

Cemetery

Covered employees: supervisors

Tasks: first aid/CPR, burials, body exhumations, winter vault entombments, grounds keeping, housekeeping duties

PPE: gloves, resuscitation masks, protective eyewear

City Hall Maintenance

Covered employees:

Tasks: first aid/CPR, custodial duties, light carpentry

PPE: gloves, resuscitation masks, protective eyewear

Blood-borne pathogens employee training

City of Montpelier

Instructor's Name: Date:

Address:

Qualifications:

Course Outline:

List of employees receiving training

<i>Employee Name</i>	<i>Signature</i>

Instructor's Signature

Employee Learning Exercise for Blood-borne Pathogens

Employee: _____ Signature: _____

Score:

Date: _____

1. True False Hepatitis B Vaccinations do not have to be offered to occupationally employed employees.
2. True False The risk of exposure to Bloodborne Pathogens is only possible when blood is present in the body fluid.
3. True False HIV stays alive in dried blood.
4. True False HBV and HIV can be transmitted when infected bodily fluids directly contact the eyes or non-intact skin.
5. True False Medical records must be kept for a minimum of three years past the termination of employment.
6. True False If employees are potentially exposed to bloodborne pathogens as part of their duties, the company is required to have an exposure control plan.
7. The two regulated pathogens of concern are----- and-----
-----.
8. Treating all body fluids as infected is known as -----
Precautions.
9. Three of the six ways to reduce the risk of exposure to bloodborne pathogens are -----, ----- and -----.
10. Items to be disposed of that contain potentially infectious materials must be treated as -----.

Employee consent form

Insert Employee's name

This is to certify that I, _____ have been informed of my need to take the Hepatitis B vaccination due to the exposure created by my employment.

I have read the prescribed information for the Hepatitis B vaccine and understand the usage, contraindications, precautions, adverse reactions, dosage and administration related to the vaccine.

I understand that I must have three (3) doses of the vaccine to confer immunity and that the cost of the Hepatitis B vaccine will be assumed by the employer.

I also understand that there is no guarantee that I will become immune or that I will not experience any adverse side effects from the vaccine.

I have read this form and understand its contents; therefore, I request that the Hepatitis B vaccine be given to me.

Employee's Signature

Date

Signature of Person Administering Vaccine

Date

Vaccination Date	Lot Number	Site Given	By Whom	Manufacturer

Hepatitis B vaccination declination form

I understand that due to my occupational exposure to blood or other potentially infectious materials that I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at no charge. However, I decline the Hepatitis B vaccination at this time. I understand that by declining vaccination, I continue to be at risk of acquiring Hepatitis B virus infection.

If in the future, if I continue to have occupational exposure to blood or other potentially infectious materials and I want the Hepatitis B vaccination, I can receive the series at no charge to me.

I have read this form and understand its contents. **Employee's initials:** _____

Employee's Name: _____

Employee's Signature

Date

Witness Signature

Date

Appendix A

To view and download the Section 1910.1030 Blood-borne Pathogens regulations from the OSHA web site, click on the following link:

http://www.osha-slc.gov/Oshd_data/1910_1030.html

Print out a copy of the standard and mandatory appendices to include with your program.

Appendix B

LEARNING EXERCISE ANSWERS

1. False, Hepatitis B vaccinations do have to be offered to those employees occupationally exposed to bloodborne pathogens.
2. True, Although many body fluids may be infectious, they must contain blood to carry bloodborne pathogens.
3. False, HIV dies almost immediately, however HBV can live as long as one week.
4. True, Infected bodily fluids need to directly contact mucous membranes or non-intact skin.
5. False, Medical records of past terminated employees must be kept for 30 years.
6. True, Companies must have an exposure control plan for potentially exposed employees.
7. HIV and Hepatitis B
8. Universal Precautions
9. Three of six ways to reduce the risk of exposure to BBP are: Engineering or work practice controls, PPE, training, medical surveillance, Hepatitis B Vaccinations and signs and labels.
10. The potentially infectious materials must be treated as regulated bio-hazard waste.