

Shawnee State University

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SUBJECT:	BLOODBORNE PATHOGENS	RECOMMENDED BY:	A.L. Addington
		APPROVED BY:	

It is the intent and commitment of Shawnee State University to comply with the spirit and letter of the Federal OSHA Guidelines, 29 CFR 1910.1030, Bloodborne Pathogens. The policies and procedures outlined herein are to be applied across all departments and locations, where applicable. Failure to follow this policy shall result in the appropriate discipline.

1.0 PURPOSE

The purpose of this policy is to insure that all locations and sites of Shawnee State University are in compliance with the Federal OSHA Guidelines 29 CFR 1910.1030, Bloodborne Pathogens and its mandates. To promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees and students. The purpose of the Bloodborne Pathogen Standard is to reduce the occupational and educational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens that employees and students may encounter in the workplace and educational setting.

2.0 INTRODUCTION

It is the intent and purpose of this policy to protect all employees and students who risk potential contact with bloodborne pathogens in the workplace and educational setting. To achieve this goal, Shawnee State University has implemented an Exposure Control Plan designed to meet the intent of the OSHA Bloodborne Pathogens Standard. The objective of the plan is twofold:

- 2.1 To protect our employees and students from the health hazards associated with bloodborne pathogens.
- 2.2 To insure appropriate treatment and counseling should an employee or student be exposed to bloodborne pathogens in the workplace or educational setting.

3.0 SCOPE AND APPLICATION

- 3.1 The Bloodborne Pathogens Exposure Control Plan applies to departments or operations where exposure to human blood or other potentially infectious materials is possible. Employees or students of Shawnee State University who come in contact with human blood or other potentially infectious materials as a routine requirement of their employment or educational responsibilities are as follows:

- 3.1.1 Chairs and faculty in the College of Health Sciences
- 3.1.2 Students admitted and enrolled in the College of Health Sciences
- 3.1.3 Athletic trainers
- 3.1.4 Custodians assigned to handle infectious wastes
- 3.1.5 Laundry service personnel handling contaminated materials

3.2 "Good Samaritan" acts performed by employees or students are exempt from this policy.

4.0 EXPOSURE CONTROL OFFICER

4.1 A designated employee will be responsible for overall management and support of Shawnee State University's Bloodborne Pathogens Exposure Control Plan. The Exposure Control Officer's responsibilities include, but are not limited to:

- 4.1.1 Developing and implementing the hepatitis B vaccination program for employees.
- 4.1.2 Conducting periodic location audits to maintain an up-to-date exposure control plan.
- 4.1.3 Developing suitable education/training programs.
- 4.1.4 Scheduling periodic training seminars for employees and students.
- 4.1.5 Maintaining appropriate training documentation such as "sign-in sheets", quizzes, etc.
- 4.1.6 Periodically reviewing training programs to include appropriate new information.
- 4.1.7 Annual revision and update of the Exposure Control Plan.

5.0 AVAILABILITY OF THE EXPOSURE CONTROL PLAN

5.1 Shawnee State University shall make available to employees and students the Bloodborne Pathogen Exposure Control Plan. Employees and students shall be advised of this availability during their education%training sessions. Copies of the Exposure Control Plan are kept in the following locations.

- 5.1.1 Personnel Office, Office Annex, First Floor, Room 420
- 5.1.2 Dean's Office, College of Health Sciences, Health Sciences Building, First Floor
- 5.1.3 Athletic Department, Activities Center, Mezzanine Level, Room 285

6.0 REVIEW AND UPDATE OF THE PLAN

- 6.1 Shawnee State University recognizes the importance of keeping its Exposure Control Plan up-to-date. To ensure this, the plan will be reviewed by the Exposure Control Officer and updated under the following circumstances.
 - 6.1.1 Annually
 - 6.1.2 Whenever new or modified tasks and procedures are implemented which affect occupational exposure of our employees or students.
 - 6.1.3 Whenever there are new positions within the University that may involve exposure to bloodborne pathogens.
 - 6.1.4 Whenever an employee's job or student's education has been revised such that new occupational or educational exposure may occur.

7.0 EXPOSURE DETERMINATION

- 7.1 Shawnee State University shall identify exposure situations employees or students may encounter. To facilitate this, the following lists have been prepared:
 - 7.1.1 Job classifications in which 19 employees or students have occupational or educational exposure to bloodborne pathogens.
 - 7.1.2 Job classifications in which some employees or students have occupational or educational exposure to bloodborne pathogens.
- 7.2 The Exposure Control Officer will work with administration, faculty and staff to revise and update these lists as tasks, procedures and classifications change.

8.0 METHODS OF COMPLIANCE

- 8.1 There are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens at Shawnee State

University. The first five areas we deal with in this plan are:

- 8.1.1 The use of universal precautions
- 8.1.2 Establishing appropriate engineering controls
- 8.1.3 Work practice controls
- 8.1.4 Personal protective equipment
- 8.1.5 Housekeeping procedures

Each of the above areas shall be addressed in Shawnee State University's Bloodborne Pathogens training program.

8.2 Universal Precautions

- 8.2.1 Each department shall treat all human blood and body fluids as if they are known to be infectious for HBV, HIV and other bloodborne pathogens. In circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious. The Exposure Control Officer is responsible for overseeing the Universal Precautions Program at Shawnee State University.

8.3 Engineering Controls

- 8.3.1 Each department shall utilize engineering controls (i.e., disposal containers, gloves) to eliminate or minimize employee exposure to bloodborne pathogens. Employees shall use equipment designed to prevent contact with blood or other potentially infectious materials. The Exposure Control Officer shall work with administration, faculty and staff to review tasks and procedures performed at Shawnee State University where engineering controls can be implemented or updated. The following engineering controls shall be used throughout Shawnee State University:
- 8.3.2 Handwashing facilities are to be readily accessible to all employees and students who have the potential for exposure. In the event that handwashing facilities are not available, antiseptic hand cleansers or antiseptic towelettes shall be provided.

8.4 Work Practice Controls

- 8.4.1 Shawnee State University has adopted the following work practice controls as part of the Bloodborne Pathogen Exposure Control Plan:
- 8.4.2 Employees and students shall wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other protective equipment.
- 8.4.3 Following any contact of body areas with blood or any other infectious materials, employees and students shall wash their hands and any other exposed skin with soap and water as soon as possible.
- 8.4.4 Equipment which becomes contaminated shall be examined prior to servicing or shipping, and decontaminated as necessary.
- 8.5 Personal Protective Equipment
- 8.5.1 Personal protective equipment shall include, but not limited to:
- Gloves
 - Safety Glasses
 - Goggles
 - Face Shield/Masks
 - Respirators
- 8.5.2 All affected employees and students shall be trained regarding the use of the appropriate personal equipment. Personal protective equipment shall be located in designated areas and shall be inspected periodically and replaced as needed to maintain the effectiveness of the equipment.
- 8.5.3 Gloves shall be worn under the following circumstances:
- 8.5.3.1 When ever_employees or students anticipate hand contact with potentially infectious materials.
- 8.5.3.2 When handling or touching contaminated items or surfaces.
- 8.5.4 Disposable gloves shall be replaced as soon as practical after contamination or if they are torn or punctured.
- 8.6 Housekeeping
- 8.6.1 Shawnee State University shall maintain each location in a clean and sanitary condition as part of the Bloodborne Pathogen Exposure Control

Plan: The Exposure Control Officer shall be responsible for setting up the University's cleaning and decontamination schedule with respect to bloodborne pathogens. The following practices shall be used at Shawnee State University:

- 8.6.1 .1 All equipment and surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
- 8.6.1.2 Protective coverings (such as plastic trash bags or absorbent paper) shall be removed and replaced as soon as it is feasible when overtly contaminated.
- 8.6.1.3 All trash containers, pails, bins, and other receptacles intended for use are routinely inspected, cleaned and decontaminated as soon as possible, if visibly contaminated.
- 8.6.1.4 Soft-sided trash bags are not to be compacted by human hands.

8.7 Regulated Waste Disposal

- 8.7.1 Disposal of all regulated waste shall be in accordance with applicable United States, state and local regulations as described in the Bloodborne Pathogen Exposure Plan.

8.8 Hepatitis B Vaccination, Post-Exposure Evaluation and Follow-Up

8.8.1 Vaccination Program

- 8.8.1.1 Shawnee State University shall implement a vaccination program to protect employees as much as possible from the possibility-of Hepatitis B infection. This program is available at no cost to all full-time employees who have occupational exposure to bloodborne pathogens. Part-time employees will be required to provide proof of vaccination for HBV as a condition of employment. Students with potential educational exposure to bloodborne pathogens will be required to obtain the vaccination as a condition for entrance into a College of Health Sciences program, athletic training program or other program and at their own expense.

- 8.8.1.2 The vaccination program consists of a series of three injections over a six month period. As part of Shawnee State University's bloodborne pathogens training, employees and students shall receive information regarding hepatitis vaccinations, including the vaccine's safety and effectiveness. Vaccinations shall be performed under the supervision of a licensed physician or other healthcare professional. Employees who decline to take part in the program or students who refuse to be vaccinated are required to sign the Vaccination Declination Form.
 - 8.8.1.3 To ensure that all employees and students are aware of Shawnee State University's policy and vaccination program, it is to be thoroughly discussed in the Bloodborne Pathogens training program.
- 8.8.2 Post-Exposure Evaluation and Follow-Up
- 8.8.2.1 If an employee or student is involved in an incident where potential exposure to bloodborne pathogens has occurred, the Exposure Control Officer shall investigate the circumstances surrounding the exposure incident and make sure the exposed employee or student receives medical consultation and treatment (if required) as expeditiously as possible.
 - 8.8.2.2 This investigation shall be initiated within 24 hours after the incident occurs and involves gathering the following information:
 - 8.8.2.2.1 When the incident occurred including date and time.
 - 8.8.2.2.2 Where the incident occurred.
 - 8.8.2.2.3 What potentially infectious materials were involved in the incident.
 - 8.8.2.2.4 Source of the material.
 - 8.8.2.2.5 Under what circumstances the incident occurred including the type of work which was being performed.

- 8.8.2.2.6 How the incident was caused, e.g. accident or unusual circumstances, such as equipment malfunction, power outage, etc.
 - 8.8.2.2.7 Personal protective equipment being used at the time of the incident.
 - 8.8.2.2.8 Actions taken as a result of the incident such as employee or student decontamination, cleanup, notification made, etc.
 - 8.8.2.2.9 A written summary of the incident and its causes shall be prepared on the Shawnee State University's Student/Employee Report Form For Accidental Exposure to Potentially Infectious Human Blood and Body Fluids. The Exposure Control Officer shall also complete a Post-Exposure Evaluation and Follow-up. This form shall be used to verify that all steps in the process have been followed.
- 8.8.3 Procedure for Handling Confidential Information and Medical Consultation.
- 8.8.3.1 Shawnee State University shall also do everything possible to protect the privacy of the people involved. Shawnee State University shall provide the exposed employee or student with the following confidential information:
 - 8.8.3.1.1 Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred.
 - 8.8.3.1.2 Identification of the source individual (unless infeasible or prohibited by law).
 - 8.8.3.1.3 Shawnee State University, if possible, shall test the source individual's blood to determine HBV and HIV infectivity. This information will be made available to the exposed employee, if it is obtained. At that time, the employee or student will be made aware of any applicable laws and regulations concerning disclosure of the

identity and infectious status of a source individual.

8.8.3.1.4 Shawnee State University may collect and test the blood of the exposed employee for HBV and HIV status.

8.8.3.1.5 Once these procedures have been completed, an appointment will be arranged for the exposed employee with a qualified healthcare professional to discuss the employee medical status.

8.8.3.2 After consultation with a healthcare professional, the healthcare professional shall provide Shawnee State University with a written opinion evaluating the exposed employee or student's situation. Shawnee State University shall provide a copy of this opinion to the exposed employee. For purposes of maintaining patient confidentiality, the written opinion will contain only the following information:

8.8.3.2.1 Whether Hepatitis B vaccination is indicated for the employee or student.

8.8.3.2.2 Whether the employee has received the Hepatitis B vaccination.

8.8.3.2.3 Confirmation that the employee has been informed of the results of the evaluation.

8.8.3.2.4 Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment.

8.8.4 Medical Recordkeeping

8.8.4.1 Shawnee State University shall maintain comprehensive records on the following information:

8.8.4.1.1 Name of the employee or student.

- 8.8.4.1.2 Social security number of the employee or student.
- 8.8.4.1.3 A copy of the employee's or student's Hepatitis B vaccination status including the dates of any vaccinations and medical records relative to the employee's or student's ability to receive the vaccination.
- 8.8.4.1.4 Copies of the results of the examinations medical testing and follow-up procedures which took place as a result of the employee's exposure to potentially infectious materials.
- 8.8.4.1.5 A copy of the information provided to the consulting healthcare professional as a result of any exposure to bloodborne pathogens.
- 8.8.4.2 Shawnee State University shall not disclose or report the above information to anyone without the employee's or student's written consent (except as required by law).

8.9 LABELS AND SIGNS

- 8.9.1 Shawnee State University shall warn all employees and students of possible exposure to bloodborne pathogens by using biohazard labels. Shawnee State University will also use red "color-coded containers." The following items in each department shall be labeled:
 - 8.9.1.1 Containers of regulated waste
 - 8.9.1.2 Laundry bags and containers containing contaminated materials for reuse.
 - 8.9.1.3 Contaminated equipment.
 - 8.9.1.4 Entrances into biohazardous areas.

8.10 INFORMATION AND TRAINING

- 8.10.1 Having well informed and educated employees and students is extremely important when attempting to eliminate or minimize our employees' and our students' exposure to bloodborne pathogens. Because of this, all employees and students who have the potential for exposure to

bloodborne pathogens are required to attend Shawnee State University's Bloodborne Pathogen training program prior to work assignments where there exists a potential for exposure to blood or other potentially infectious materials.

- 8.10.2 Employees and students will be retrained at least annually to keep their knowledge current. Additionally, all new employees and students, as well as employees changing job or job functions, will be given any additional training their new position requires at the time of their new job or educational assignment.
- 8.10.3 The Exposure Control Officer is responsible for seeing to it that all employees who have potential exposure to bloodborne pathogens receive this training prior to work or educational assignment.
- 8.10.4 Training Topics

The topics covered in the training program shall include, but are not limited to:

- 8.10.4.1 The Bloodborne Pathogens Standard itself.
- 8.10.4.2 The epidemiology and symptoms of bloodborne diseases.
- 8.10.4.3 The modes of transmission of bloodborne pathogens.
- 8.10.4.4 Shawnee State University's Exposure Control Plan (and where employees and students may obtain a copy).
- 8.10.4.5 Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- 8.10.4.6 A review of the use and limitations of methods that will prevent or reduce exposure, including engineering controls, work practice controls and personal protective equipment.
- 8.10.4.7 Selection and use of personal protective equipment including types of equipment available, its proper use, the location of equipment within the facility, its proper removal, handling, decontamination and disposal.

- 8.10.4.8 Visual warnings of biohazards within Shawnee State University including labels, signs and "color-coded" containers.
 - 8.10.4.9 information on the Hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and its availability to employees and students.
 - 8.10.4.10 Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
 - 8.10.4.11 Procedures to follow if an exposure incident occurs, including incident reporting.
 - 8.10.4.12 -information on the post-exposure evaluation and follow-up, including medical consultation, which is required by Shawnee State University.
- 8.10.5 Training Methods
- 8.10.5.1 Shawnee State University's training presentations will make use of several techniques including, but not limited to, classroom type atmosphere with personal instruction and videotape programs. Because Shawnee State University recognizes the importance of employees and students having the opportunity to ask questions and to interact with their instructors, time will be specifically allotted for these activities in each training session.
- 8.10.6 Recordkeeping
- 8.10.6.1 To facilitate the training of employees and students, as well as to document the training process, Shawnee State University shall maintain training records containing the following information:
 - 8.10.6.1.1 Date of all training sessions.
 - 8.10.6.1.2 Contents/ summary of the training sessions.
 - 8.10.6.1.3 Names and qualifications of the instructors.
 - 8.10.6.1.4 Names and job titles of employees attending the training sessions.

- 8.10.6.1.5 Names and departments of students attending the training sessions.
- 8.10.6.2 These training records will be made available for examination and copying to our employees, students, and their representatives, as well as OSHA and its representatives.