

EUT POLICY ON BLOOD BORNE PATHOGENS

The EUT is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood Borne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

Program Administration

- The Building Principal is responsible for implementation of the ECP. The Building Principal will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number : _____
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The Building Custodian will provide and maintain all necessary personal protective equipment (PPE) engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The Building Custodian will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: _____
- The Building Principal will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: _____
- The Building Principal will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA and NIOSH representatives. Contact location/phone number: _____

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

JOB TITLE	DEPARTMENT/LOCATION
Custodian	<i>School Name Here</i>
Teacher Aide	<i>School Name Here</i>
Teacher	<i>School Name Here</i>
Cook	<i>School Name Here</i>
Secretary	<i>School Name Here</i>
Bus Driver	<i>School Name Here</i>
Principal	<i>School Name Here</i>

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for the individuals.

Example:

All Staff members, and substitute persons in all positions may come into contact with bodily fluids when assisting students or other staff members. All employees should use universal precautions at all times when exposed to bodily fluids. All such incidents should be documented and turned into the main office.

The Custodian may come into contact with bodily fluids when cleaning. Universal precautions should be used at all times when bodily fluids may be present. Any direct contact with such fluids should be reported to the main office.

The Cook may come into contact with bodily fluids when cleaning up from meals. Universal precautions should be used at all times when bodily fluids may be present. Any direct contact with such fluids should be reported to the main office

Methods of Implementation and Control

Universal Precautions: **All employees will utilize universal precautions.**

Exposure Control Plan Employees covered by the blood borne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training.

All employees can review this plan at any time during their work shifts by contacting **the Building Principal**. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Building Principal is responsible for reviewing and updating the ECP annually or more frequently if necessary, to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The specific engineering controls and work practice controls used are listed below:

- This facility identifies the need for changes in engineering controls and work practices through review of OSHA records, and employee interviews.
- We evaluate new procedures and new products regularly by review of incidents and employee interviews.
- Both front-line workers and management officials are involved in this process in the following manner: This full staff training will be held annually, and procedures will be reviewed/adjusted at this time.

The Building Principal is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures will be made available to any staff member using this equipment.

The types of PPE available to employees are as follows: gloves, eye protection, etc.

PPE is located in the custodian's storage area and may be obtained from **the Building Custodian**.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in a separate garbage bag from general waste and must be disposed of by the custodian. Clothing that is contaminated will be bagged separately and given to a parent/guardian.
- Wear appropriate gloves when it is reasonable anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Re
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

(may refer to specific procedure by title or number and last date of review; include how and where to decontaminate face shields, eye protection, & resuscitation equipment)

- Housekeeping Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.
- Bins and pails (e.g. wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.
- Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.
- Laundry. The following contaminated articles will be laundered by the parent/guardian, or staff member owning such articles.

Labels:

The following labeling methods are used in this facility:

All contaminated waste will be placed in a **red bag** and disposed of properly according to procedures outlined in this document

The building custodian is responsible for ensuring that red bags are used as required if regulated waste is brought into the facility. Employees are to notify **the Building Custodian** if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

Hepatitis B Vaccination

The Building Principal will provide training to employees on hepatitis B vaccinations addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at **the EUT office in Augusta**.

Vaccination will be accessed via the employee’s health care provider. Any portion not covered by insurance may be submitted for reimbursement. Documentation of the service must accompany this request.

Following the medical evaluation, a copy of the health care professional’s written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

Post Exposure Evaluation and Follow Up

Should an exposure incident occur, contact the **building principal** at the published school number.

An immediately available confidential medical evaluation and follow-up will be conducted by the employee's healthcare provider. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administration of Post Exposure Evaluation and Follow Up

The Building Principal ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post exposure evaluation and follow up are given a copy of OSHA's blood borne pathogens standard.

The Building Principal ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status

The EUT Business Manager provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Procedures for Evaluating the Circumstances Surrounding An Exposure

The Building Principal will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time

- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident (O.R., E.R., patient room, etc.)
- Procedure being performed when the incident occurred
- Employee's training

If revisions to this ECP are necessary, **the building principal** will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

Employee Training

All employees who have occupational exposure to blood borne pathogens receive initial and annual training conducted by **the Building Principal**. All employees who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA blood borne pathogen standard
- An explanation of our ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- 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
- Information on the post exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available in our **building policy manual**.

Recordkeeping

Training Records are completed for each employee upon completion of training. These documents will be kept for at least three years at the school.

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to **Director of State Schools, EUT**.

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

Business Manager, EUT is responsible for maintenance of the required medical records. These confidential records are kept in **the Augusta EUT office** for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to **name of responsible person or department & address**.

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by **Business Manager, EUT**.

Sharps are not used at location, so the Sharps Injury Log is not needed.

State of Maine, EUT Hepatitis B Vaccine Declination (Mandatory)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: *(Employee Name)* _____

Date: _____