



American University
EXPOSURE CONTROL PLAN



Office of Risk Management and Environmental Health and Safety

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CHAPTER 1: POLICY AND PROGRAM ADMINISTRATION

PURPOSE

American University is committed to providing a safe and healthful work environment for its entire staff. In pursuit of this endeavor, the following Bloodborne Pathogens Exposure Control Plan (BPECP) has been developed to eliminate or minimize occupational exposure to bloodborne pathogens (BBP) in accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens standard found in the Code of Federal Regulations (CFR) 29 CFR 1910.1030 (Appendix A).

SCOPE

The BPECP is a key document to assist AU in implementing and ensuring compliance with the BBP standard. The BPECP pertains to AU employees identified in Chapter 2 of this document. This BPECP is based upon OSHA's model plan and, as required by the standard, includes:

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

ROLES AND RESPONSIBILITIES

Successful implementation of this Exposure Control Plan is dependent on clearly defined roles and responsibilities. The roles and responsibilities of AU personnel are described below.

RISK MANAGEMENT, ENVIRONMENTAL HEALTH & SAFETY (RMEHS)

- Develop and administer this program
- Identify and designate a BBP Program Administrator

BBP PROGRAM ADMINISTRATOR

- Maintain, review, and update this program annually and whenever necessary to include new or modified tasks or procedures
- Develop and implement bloodborne pathogen awareness training
- Foster implementation and adoption of the Exposure Control Plan
- Assist individual departments whose employees have recognized risk of occupational bloodborne pathogen exposure
- Recordkeeping and review of records as needed

- Manage the hepatitis B vaccination program for eligible employees
- Provide advice and recommend proper personal protective equipment to potentially exposed employees

DEPARTMENT SUPERVISORS

Individual departments, including the Student Health Center, the Department of Athletics, Public Safety, the Child Development Center, and Facilities Management, have the following responsibilities:

- Direct implementation of this program
- Aid in recordkeeping: maintaining an up-to-date Sharps Injury Log
- Oversee and encouraging safe employee work practices
- Schedule or facilitate necessary training
- Provide final determination of necessary personal protective equipment for employees

CHAPTER 2: EMPLOYEE EXPOSURE DETERMINATION

JOB CLASSIFICATIONS WITH REASONABLY ANTICIPATED RISK FOR OCCUPATIONAL EXPOSURE

The following is a list of positions at AU where occupational exposure to blood or OPIM may **reasonably** be expected to occur. Individuals with job titles identified in this section are required by law to participate in all aspects of AU's Exposure Control Plan. These job titles were identified as being at reasonably anticipated risk of exposure based on responses to the Job Hazard Analysis form (Appendix B), which indicated that either the use of sharps or administration of first aid was a part of the employee's official job duties. Documentation of these individual's hepatitis B vaccination status will be maintained by the Office of Risk Management and/or a third-party medical provider regardless of whether an exposure event has occurred.

Job Title	Department	Tasks with Potential Exposure
Staff Physician	Student Health Center	Administering injections, collecting blood, initial first aid, gynecological examinations
Health/Nurse Practitioner		
Registered Nurse		
Patrol Officer	Public Safety	CPR, initial first aid
Athletic Trainer	Athletic Department	CPR, initial first aid
CDC Teacher	Child Development Center	Initial first aid, changing diapers and/or soiled clothing
Lead Teacher		
Administrator CDC		
Principal Investigator, Research Staff, Student Researcher	College of Arts and Sciences	Research with human materials

JOB CLASSIFICATIONS WITH UNANTICIPATED RISK FOR OCCUPATIONAL EXPOSURE

The following is a list of job classifications at AU in which some employees have a **low anticipated** risk for occupational exposure but are not defined by OSHA as having a reasonably anticipated risk for exposure. Although their anticipated risk for exposure to infectious materials is less than those identified previously and they are not required by OSHA to adhere to the University's Exposure Control Plan, AU requires that these employees be fully enrolled and held accountable for adhering to the requirements stated in this document.

Directors and supervisors are responsible for knowing their employee's potential risks regarding bloodborne pathogen exposure and are encouraged to attend training in support of these individuals.

Job Title	Department	Tasks with Potential Exposure
Plumber	Facilities Operations	Contact with raw sewage ¹
Facilities Maintenance Technician		Incident support
Operating Engineers		Incident support
Equipment Manager	Athletics and Recreation	Handling soiled laundry ²
Operations Manager		Incident support
Facility Manager		Incident support
Shift Supervisor		CPR, initial first aid
Lead Instructor		CPR, initial first aid
Groundskeeper	Grounds and Transport Operations	Picking up needles, used condoms, etc.
Shuttle Operator		Incident support
Recycling Associates		Handling waste
Shift Supervisor	Public Safety	Incident support

¹Although contact with raw sewage (not originating from a health care facility) poses a number of health hazards, OSHA does not consider these hazards to be related to bloodborne pathogens, unless otherwise determined a hazard by the employer. AU has elected to include all of plumbing employees that may potentially be exposed to raw sewage in their BPECP to ensure the highest level of safety and training possible for its employees.

²OSHA considers contaminated laundry to be laundry that has been soiled with blood or other potentially infectious materials (OPIM) or may contain sharps. Therefore, any laundry workers with duties to launder athletic uniforms or towels contaminated with blood or OPIM will be considered an employee with potential occupational exposure. Contaminated laundry will be segregated from other laundry according to procedures identified in Chapter 3 - Laundry and only handled by employees enrolled in the BBP program.

CHAPTER 3: IMPLEMENTATION

UNIVERSAL PRECAUTIONS

All AU employees trained to the bloodborne pathogen standard are taught to practice Universal Precautions. Universal Precautions is an approach to infection control that treats all human blood and certain human body fluids as if they are known to be infectious. All employees are required to practice Universal Precautions when working with blood or OPIM.

SANITIZING AND DISPOSAL PROTOCOL

Proper containment, clean-up, and disinfection must occur in all scenarios involving blood or OPIM. AU has adopted the following procedures for this event and all employees are expected to adhere to these standards when cleaning potentially infectious materials.

Do not attempt to clean larger spills that go beyond your ability to clean with the supplies on hand. Contact the Office of Risk Management with questions.

Step 1: Required Personal Protective Equipment

Prior to beginning the clean-up, don a pair of rubber, latex, PVC, or similar type gloves.

For small blood spills no other PPE should be required. For larger spills where there is a possibility of contaminating your face or other parts of your body, do not attempt to perform the clean-up.

Step 2: Equipment

The following items may be needed in handling the spill:

- EPA-registered disinfectant (for use with HIV and HBV agents); a fresh 10% bleach solution may be substituted if no other options are available
- gloves
- red biohazard bags
- leak-proof sharps containers
- brush & dustpan, or tongs or forceps for picking up sharps
- disinfectant wipes

Step 3: Decontamination Procedures

Any glass, needles, or other sharp objects that may puncture the skin may not be picked up by hand. Only mechanical means such as a brush and dustpan, tongs, or forceps are allowed.

Cover the spill area with a paper towel and then pour disinfectant over paper towels. Allow solution to soak into the contaminated material. Work from the outside edges of the spill inward when applying the disinfectant.

Wipe up bleached material with paper towels or absorbent pads. It may be necessary to use a scrub brush to remove the material if it impacted a hard porous surface such as concrete. If non-porous surfaces, such as a carpet have been contaminated, an approved and qualified outside vendor may be required to clean the area.

Step 4: Disposal

Place all clean-up materials, including gloves and any personal protective equipment worn into a labeled biohazard bag (red bag) and place into either another labeled biohazard bag or container. Ensure lids are firmly sealed on all waste containers when spill clean-up is complete and call the BBP Program Administrator for a pickup. Keep biohazard waste container in a secured area until received by Risk Management.

Step 5: Decontaminate Re-useable Equipment

Decontaminate with the bleach solution all potentially contaminated re-useable tools or protective equipment used in the cleanup. This includes dustpans, brooms, forceps, buckets, etc. Anything that cannot be effectively cleaned (bleach solution must be able to make contact with all surfaces) must be disposed as waste. After the contaminated area has been cleaned, use fresh water to remove bleach residue from all surfaces.

Step 6: Wash Your Hands

If hand-washing facilities are not available at the job site use disinfectant wipes and then wash your hands as soon as possible.

Biohazard Exposure

If you believe you were exposed (e.g., skin puncture or splash to eyes or mucous membranes) to biohazard material that had not been decontaminated with the bleach solution follow these recommended steps:

- Skin exposure: Vigorously wash affected skin with plenty of soap and water while removing contaminated clothing and shoes.
- Eye exposure: Wash eyes for at least 10 minutes with copious amounts of water, lifting the upper and lower eyelids occasionally.
- Seek follow-up medical attention by contacting your supervisor for referral to AU's post-exposure procedure.

DISINFECTANT REQUIREMENTS

Because pathogens that may be found in potentially infectious materials are often resistant to certain cleaners, the use of a cleaning product on a potentially infectious spill does not guarantee proper disinfection of the area. EPA-registered disinfectants that are designated for use with HIV and HBV agents are the only products to be used to clean contaminated surfaces. In addition to using an EPA-registered disinfectant for spill clean-up, directions provided by the manufacturer on how to decontaminate the surface must be followed. These directions include the following requirements:

- Workers performing the task must employ personal protective equipment;
- Infections waste must be disposed in accordance with federal, state, or local regulations; and
- The contaminated surface must be left in contact with the disinfectant for at least 10 minutes.

Questions and guidance in selecting an appropriate disinfectant for the situation at-hand should be directed to the BBP Program Administrator.

EXPOSURE CONTROL PLAN

Bloodborne pathogens standard training includes details of and instruction for implementation of the BPECP. Review of the BPECP is included in annual refresher training. Each affected department identified in this document will maintain a copy of the BPECP along with the Post-Exposure Packet (Appendix C) at a location deemed accessible and appropriate by that department's management team. The master copy of the BPECP for AU is maintained by Risk Management & Environmental Health & Safety. This plan is available to all AU employees. The ECP can be found on the Risk Management & Environmental Health & Safety website.

Department managers are responsible for ensuring that their employees with job titles identified in this document are properly trained. Department Managers should ensure that affected employees' direct supervisors are aware of the training requirements. Supervisors with transient student staff (e.g. Fitness Center and laboratory workers) should review the BPECP prior to each semester to ensure that it is accurate and up to date. All changes should be forwarded to Risk Management & Environmental Health & Safety to ensure the Master BPECP is appropriately revised.

ENGINEERING AND WORK PRACTICE CONTROLS

Engineering and work practices controls are part of the essential components to reducing the risk of occupational exposure to bloodborne pathogens. Accordingly, AU will use both engineering and work practice controls to minimize the risk of occupational exposure incidents.

ENGINEERING CONTROLS

The "Needlestick Safety and Prevention Act" of November 6, 2000, mandates that employers annually identify, evaluate, and implement safer medical devices in the workplace. Therefore, syringes with engineered protective systems (such as sheathed or retractable needles) should be used by employees for injections unless there is no such system available for the procedure being performed.

WORK PRACTICE CONTROLS

Contaminated or potentially contaminated needles shall not be bent, recapped, sheared, or removed. Potentially contaminated needles, glass, or other sharps will be disposed of in sharps containers (that meet the requirements defined in Chapter 3 - Housekeeping) immediately after use. All sharps containers will be disposed before they reach the marked fill line and will not be emptied by hand. Sharps containers at the

student health center will not be reused. Under no circumstance should an AU employee place their hand inside a container whose contents include sharps contaminated with blood or OPIM.

Contaminated, or potentially contaminated, broken glass or needles will not be picked up directly with the hands. The tool(s) used in the cleanup of broken glass (e.g. forceps) will be decontaminated or discarded. Vacuum cleaners are not appropriate to pick up contaminated glass and will not be used for this purpose.

No eating, smoking, drinking, or application of cosmetics or lip balm is allowed where blood or OPIM are present. For the purposes of this BPECP, hand cream is not considered a cosmetic. However, petroleum-based hand creams may adversely affect the integrity of protective gloves and should not be used.

All procedures involving blood or OPIM shall be performed in a manner to minimize splashing, spraying, spattering, and generation of droplets of these substances. Mouth pipetting/suctioning of blood or OPIM is prohibited. Equipment that may become contaminated with blood or OPIM will be examined prior to servicing or shipping and shall be decontaminated as necessary, unless it is documented that decontamination of such equipment (or portions of such equipment) is not feasible. An appropriate disinfectant is defined as an EPA-listed tuberculocidal germicide or bleach mixture freshly diluted 1:10 with water. Quaternary ammonium compounds that have not been listed by the EPA as a tuberculocidal germicide are not acceptable to OSHA. All the biomedical waste will be placed in closable, leak-proof containers prior to transport. In case of contamination of the outside of the primary container is likely, then a second container such as plastic bag should be placed over the primary container to prevent contamination and/or leakage during handling, storage, or transport.

ANNUAL REVIEW OF ENGINEERING AND WORK PRACTICE CONTROLS

The Risk Management & Environmental Health & Safety will review and update the exposure control plan at least annually (every 12 months) and whenever necessary to reflect new or modified tasks, procedures, or potentially exposed job titles. This review will reflect innovations in procedures and technological developments that will eliminate or reduce exposure to bloodborne pathogens.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) to prevent or minimize exposure to BBP is provided to AU employees at no cost to the employee. The types of PPE available to employees are recommended by the BBP Program Administrator and ultimately determined by the department supervisor with specific job tasks in mind. Therefore, PPE may differ between departments. The following is a generalized list of what PPE is normally recommended for employees with reasonably anticipated risk for occupational exposure to blood or OPIM:

- Disposable latex and Nitrile gloves
- Impermeable disposable lab aprons

- Face shields, goggles, and/or protective eyeglasses
- Mouth-to-mouth resuscitative face shields

Responsibility for ensuring that PPE is readily available and in good condition is shared between the affected employees and their supervisors.

Health practitioners in the Student Health Center maintain their own inventory of PPE in their respective examination rooms. These individuals are responsible for maintaining a well-stocked room that minimally includes disposable examination gloves, eye protection, mouth-to-mouth resuscitation face protection, a surgical-type facemask, and disposable lab apron.

Athletic coaches and trainers with first aid/CPR responsibilities will maintain PPE with their respective first aid kits. These individuals are responsible for maintaining a complete kit of PPE that minimally includes: disposable gloves, eye protection, mouth-to-mouth resuscitation face protection and a disposable gown to cover clothing.

Employees that handle contaminated clothing are responsible for disposable examination gloves and eye protection for working with contaminated laundry.

All employees must observe the following precautions and work practices involving PPE:

- Hands must be washed immediately, or as soon as feasible, after removal of gloves or other PPE.
- PPE must be removed after it becomes contaminated with blood or OPIM and before leaving the work area.
- Used PPE may be disposed in common trash or laundry if it has not been contaminated with blood or OPIM. Otherwise, it will be managed and disposed of as regulated waste in accordance with procedures and practices specified in Chapter 3 - Housekeeping.
- Appropriate gloves must be worn where it is reasonably anticipated that there may be hand contact with blood or OPIM, or when handling or touching contaminated items or surfaces. Gloves must be replaced if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Disposable gloves will not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if their integrity is not compromised. The utility gloves must be disposed of if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Any garment that is contaminated with blood or OPIM must be removed immediately (or as soon as feasible) in a manner to avoid contact with the outer surface.
- Appropriate face or eye protection will be worn whenever there is a reasonably anticipated hazard of a splash, spray, or spatter of droplets of blood or OPIM to the eyes, nose, or mouth.

The procedure for handling used PPE is as follows:

- Disposable gloves will be disposed of in red bags (described in Chapter 3 - Housekeeping) and handled as regulated waste.
- Contaminated laundry (e.g. reusable lab coats) will be stored in red bags and laundered as contaminated laundry.
- Reusable PPE (such as safety glasses, goggles, and face shields) should be promptly washed after use. If the PPE was contaminated, or potentially contaminated, with blood or OPIM, it will be decontaminated with an appropriate disinfectant. An appropriate disinfectant is defined as an EPA-listed tuberculocidal germicide or bleach freshly diluted 1:10 with water. Quaternary ammonium compounds that have not been listed by the EPA as a tuberculocidal germicide are not acceptable to OSHA.

HOUSEKEEPING

Regulated waste will be placed in containers that are closable, constructed to contain all contents, prevent leakage, appropriately labeled or color-coded (see Chapter 3 - Labels), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps will be discarded as soon as possible, in containers that are closable, puncture-resistant, leak-proof on the sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers must be easily accessible and as close as feasible to the immediate area where sharps are used. Sharps disposal containers are in the following locations:

- Each examination room (six rooms) in the Student Health Center
- The Student Health Center lab
- Athletic Training Office; Bender room G16A
- Athletic Training Office; portable container
- Research and teaching laboratories throughout the Hall of Science and Asbury
- Wellness Room; Hall of Science 373

Sharps disposal containers and other regulated wastes will be sealed and disposed of through a licensed biological waste disposal provider.

LAUNDRY

The Athletic Department routinely launders athletic uniforms, towels, and related materials. Although these materials are not normally considered contaminated materials, blood or OPIM may be present. Small, dry, non-flaking blood stains on laundry are not considered by OSHA to be a contaminated material. Blood-soaked or significantly stained laundry (by blood or OPIM) should be neutralized, put in biohazard bag, and appropriately handled. This may include disposal as regulated waste or laundered by a subcontracted entity with appropriate controls for BBP-contaminated laundry. Similarly, contaminated laundry generated by the Student Health Center will be placed in a red, labeled biohazard bag and either discarded or laundered by an appropriate subcontracted entity with appropriate controls for BBP-contaminated laundry.

The following laundering requirements for contaminated laundry must be met:

- Contaminated laundry shall be handled as little as possible with a minimum of agitation.
- Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.
- Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded in accordance with paragraph (g)(1)(i) of the BBP standard (see Appendix A). When a facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.
- Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.
- Employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.
- When a facility ships contaminated laundry off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers which are labeled or appropriately color-coded.

LABELS

Warning labels will be affixed to containers of regulated waste; refrigerators and freezers containing blood or OPIM; and other containers used to store, transport or ship blood or OPIM. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempt from these OSHA labeling requirements. Similarly, individual containers of blood or OPIM that are placed in a labeled container during storage, transport, shipment, and disposal are exempt from these labeling requirements.

The following labeling methods will be used at AU:

- All containers with regulated waste will have a background that is either fluorescent orange or orange red in color and marked with lettering and symbols in contrasting color. The Biohazard symbol and the word "Biohazard" are required.
- If the label(s) cannot be directly affixed to the container, it must be affixed as close as feasible by a string, wire, adhesive, or other method to prevent its loss or unintentional removal.



CHAPTER 4: EMERGENCY FIRST AID

OSHA guidance regarding employees that are trained and designated as responsible for rendering first aid or medical assistance as part of their job duties are covered under the BBP standard. However, OSHA will consider it a “de minimis” violation (a technical violation carrying no penalties) if employees who administer first aid as a collateral duty to their routine work assignments, are not offered the pre-exposure hepatitis B vaccination, provided that certain conditions are met. The “de minimis” classification for failure to offer hepatitis B vaccination in advance of exposure does not apply to personnel who provide first aid at a clinic, first aid station, or dispensary, or to health care, emergency response, or public safety personnel expected to render first aid in the course of their work. These conditions are:

1. Exceptions are limited to employees who render first aid solely as a collateral duty, responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.
2. Reporting procedures must be in place to ensure that all first aid incidents involving exposure are reported to the employer before the end of the work shift during which the incident occurs.
3. Reports of first aid incidents must include the names of all first aid providers and a description of the circumstances of the accident, including the date and time as well as a determination of whether an exposure incident has occurred.
4. Exposure reports must be included on a list of first aid incidents that is readily available to all employees and provided to OSHA upon request.
5. First aid providers must receive training under the BBP standard that covers the specifics of the reporting procedures.
6. All first aid providers who render assistance in any situation involving the presence of blood or OPIM, regardless of whether a specific exposure incident occurs, must have the vaccine made available to them as soon as possible but in no event later than 24 hours after the exposure incident.

Accordingly, all the above requirements will be met at AU. All such incidents must be reported to an employee's supervisor by the end of the work shift. The BBP Program Administrator must be notified immediately following the administration of first aid - regardless of whether first aid is part of the employee's job duties or not. An internal report of the accident will be completed, and an exposure determination will be conducted. If applicable the employee will be provided with the Post-Exposure Packet (Appendix C).

CHAPTER 5: HEPATITIS B VACCINATION

The BBP Program Administrator will provide training to employees enrolled in this program on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability during each BBP training session conducted.

The hepatitis vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination for this plan. Although personal recommendation of vaccination can only be made by a professional physician, vaccination is generally encouraged unless:

- Documentation exists that the employee has previously received the series,
- Antibody testing reveals that the employee is immune, or
- Medical evaluation shows that vaccination is contraindicated.

If an eligible employee elects to receive the hepatitis B vaccination, it will be provided to the employee at no cost to them. AU currently uses Occupational Health Consultants (OHC) to provide such services to employees.

Employees will accept or decline vaccination via the online Hepatitis B Vaccination Form. Employees who initially decline may request and obtain vaccination at a later date at no cost to them. Original documentation of acceptance or refusal of the vaccination is maintained by the BBP Program Administrator.

CHAPTER 6: POST-EXPOSURE EVALUATION AND FOLLOW-UP

An exposure incident can be identified by answering “yes” to any of the following questions:

- Did you get blood or other potentially infectious materials in your eyes, nose, or mouth?
- Did blood or OPIM come into contact with broken skin (less than 24 hours old), including cuts or open skin rashes, or breaking of your skin in a bite?
- Did penetration of your skin by blood of OPIM contaminated sharp (needle, lancet, glass, teeth, etc.) occur?

If unsure of whether certain events pose risk of disease transmission, the National Clinician's Post-Exposure Prophylaxis Hotline (PEpline) serves as a resource for bloodborne exposure-related information. The phone number is 1-888-448-4911.

If an exposure incident occurs, the employee must promptly contact both their immediate supervisor and BBP Program Administrator. When the supervisor is notified, the supervisor must supply the employee with the Post-Exposure Packet (PEP; Appendix C) and ensure that the BBP Program Administrator has been notified. It is the duty of the supervisor to ensure that the post exposure evaluation requirements (as outlined in the PEP Packet) are properly fulfilled.

Unless a medical declination is signed, a confidential medical evaluation and follow-up will be conducted by a licensed health care professional with appropriate capabilities for dealing with exposure to bloodborne pathogens. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed by the affected employee:

- Report the incident to direct supervisor and BBP Program Administrator
- Complete the Consent/Refusal for HIV, HBV, and HCV Infectivity Testing Form and the Incident Report Form for Employee
- If applicable, request that the source individual complete the Consent/Refusal for HIV, HBV, and HCV Infectivity Testing Form
- Report to healthcare provider with source individual, inform them of AU's Worker's Compensation Insurance
- Provide physician with the Incident Report form and a copy of 29 CFR 1910.1030
- Work with the BBP Program Administrator to document the routes of exposure and how the exposure occurred via the RMEHS Exposure Incident Form.

Upon notification from the affected employee, it is the responsibility of the supervisor to:

- Give the employee the PEP
- Secure transportation to the hospital for the employee and source individual (if applicable)
- Ensure that the BBP Program Administrator has been notified of the incident

- Complete the Incident Report for Supervisor form and return it to the BBP Program Administrator within 24 hours of the incident

The BBP Program Administrator will ensure that healthcare professionals responsible for an employee's hepatitis B vaccination and/or post-exposure evaluation are provided a copy of OSHA's Bloodborne Pathogens standard. Additionally, the BBP Program Administrator will ensure that the health care professional evaluating an employee after an exposure receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Risk Management and the BBP Program Administrator 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,
- Location of the incident
- Procedure being performed when the incident occurred
- The frequency and effectiveness of the employee's training

Due to the frequency of sharps use at the Student Health Center, a designated individual will record all percutaneous injuries from contaminated sharps that occur within the department on the Sharps Injury Log (Appendix D). This information will be forwarded within 24 hours to Risk Management & Environmental Health & Safety where it will be recorded on the Master Sharps Injury Log for AU. A new Sharps Injury Log is created annually.

All other percutaneous injuries to AU employees that occur from contaminated sharps will be immediately reported to the employee's supervisor and Risk Management & Safety Services. This information will be promptly (within 24 hours) forwarded to Risk Management & Environmental Health & Safety and recorded on the Master Sharps Injury Log for AU. If it is determined that revisions are necessary, Risk Management & Environmental Health & Safety will ensure that appropriate changes are made to this BPECP.

CHAPTER 7: TRAINING

All employees who are determined to have occupational exposure to bloodborne pathogens will receive training on the epidemiology, symptoms, and transmission of

bloodborne pathogen diseases. In addition, the training program will minimally cover the following elements as required by OSHA's BBP standard:

- An explanation of the standard and where to access a copy
- An explanation of AU's BPECPP and where to access a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and other potentially infectious materials (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 of 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 AU
- An opportunity for interactive questions and answers with the person conducting the training session

Training records, including the date(s) of training, qualifications of the person(s) providing the training, attendance, and any class handouts will be maintained in the RMEHS office by the BBP Program Administrator.

CHAPTER 8: RECORDKEEPING

TRAINING RECORDS

Training records will be completed for each employee upon satisfactory completion of a training session. Training records will be managed by the BBP Program Administrator and stored in the RMEHS office. These records will be maintained for a minimum of three years. The training records will include:

- The dates of training sessions
- The contents or summary (e.g. a course syllabus) 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

MEDICAL RECORDS

Medical records will be maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1030(h) - Access to Employee Exposure and Medical Records.

The BBP Program Administrator will ensure that required medical records are confidentially maintained for the duration of employment plus 30 years. To ensure confidentiality, RMEHS has contracted Occupational Health Consultants (OHC) to provide medical consultation and record storage for employees recognized by RMEHS as having an occupational need for such services. According to the contract, these records will not be destroyed without prior approval from AU.

Employee medical records will be provided from OHC to the employee or the employee's representative (with written authorization of the employee) within 15 working days upon initial request. Such requests should be submitted to the BBP Program Administrator for processing.

OSHA RECORDKEEPING

An exposure incident will be evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities will be completed by the BBP Program Administrator.

SHARPS INJURY LOG

In addition to the 29 CFR 1904 recordkeeping requirements, all percutaneous injuries from contaminated sharps will also be recorded on the Sharps Injury Log. A Sharps Injury Log is maintained as a record (in written and electronic form) of each exposure incident involving a sharp. All incidents must include the following information:

- The date of the injury
- The type and brand of the device involved
- The department or work area where the incident occurred
- An explanation of how the incident occurred

This log will be reviewed by the BBP Program Administrator at least annually as part of the annual evaluation of the program and will be maintained for at least five years following the end of the calendar year in which the incident occurred. Personal identifiers are to be excluded when entering information into the injury logs.

APPENDIX A: OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS STANDARD (29 CFR 1910.1030)

1910.1030(a)

Scope and Application. This section applies to all occupational exposure to blood or other potentially infectious materials as defined by paragraph (b) of this section.

1910.1030(b)

Definitions. For purposes of this section, the following shall apply:

Assistant Secretary means the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.

Blood means human blood, human blood components, and products made from human blood.

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Clinical Laboratory means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Director means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

Engineering Controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing Facilities means a facility providing an adequate supply of running potable water, soap, and single-use towels or air-drying machines.

Licensed Healthcare Professional is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

HBV means hepatitis B virus.

HIV means human immunodeficiency virus.

Needleless systems means a device that does not use needles for:

(1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures,

and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Production Facility means a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Research Laboratory means a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

Sharps with engineered sharps injury protections means a nonneedle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

1910.1030(c)

Exposure Control --

1910.1030(c)(1)

Exposure Control Plan.

1910.1030(c)(1)(i)

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

1910.1030(c)(1)(ii)

The Exposure Control Plan shall contain at least the following elements:

1910.1030(c)(1)(ii)(A)

The exposure determination required by paragraph (c)(2),

1910.1030(c)(1)(ii)(B)

The schedule and method of implementation for paragraphs (d) Methods of Compliance, (e) HIV and HBV Research Laboratories and Production Facilities, (f) Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up, (g) Communication of Hazards to Employees, and (h) Recordkeeping, of this standard, and

1910.1030(c)(1)(ii)(C)

The procedure for the evaluation of circumstances surrounding exposure incidents as required by paragraph (f)(3)(i) of this standard.

1910.1030(c)(1)(iii)

Each employer shall ensure that a copy of the Exposure Control Plan is accessible to employees in accordance with 29 CFR 1910.1020(e).

1910.1030(c)(1)(iv)

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

1910.1030(c)(1)(iv)(A)

Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and

1910.1030(c)(1)(iv)(B)

Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure

1910.1030(c)(1)(v)

An employer, who is required to establish an Exposure Control Plan shall solicit input from non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document the solicitation in the Exposure Control Plan.

1910.1030(c)(1)(vi)

The Exposure Control Plan shall be made available to the Assistant Secretary and the Director upon request for examination and copying.

1910.1030(c)(2)

Exposure Determination.

1910.1030(c)(2)(i)

Each employer who has an employee(s) with occupational exposure as defined by paragraph (b) of this section shall prepare an exposure determination. This exposure determination shall contain the following:

1910.1030(c)(2)(i)(A)

A list of all job classifications in which all employees in those job classifications have occupational exposure;

1910.1030(c)(2)(i)(B)

A list of job classifications in which some employees have occupational exposure, and

1910.1030(c)(2)(i)(C)

A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed in accordance with the provisions of paragraph (c)(2)(i)(B) of this standard.

1910.1030(c)(2)(ii)

This exposure determination shall be made without regard to the use of personal protective equipment.

1910.1030(d)

Methods of Compliance --

1910.1030(d)(1)

General. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

1910.1030(d)(2)

Engineering and Work Practice Controls.

1910.1030(d)(2)(i)

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

1910.1030(d)(2)(ii)

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

1910.1030(d)(2)(iii)

Employers shall provide handwashing facilities which are readily accessible to employees.

1910.1030(d)(2)(iv)

When provision of handwashing facilities is not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

1910.1030(d)(2)(v)

Employers shall ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

1910.1030(d)(2)(vi)

Employers shall ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

1910.1030(d)(2)(vii)

Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except as noted in paragraphs (d)(2)(vii)(A) and (d)(2)(vii)(B) below. Shearing or breaking of contaminated needles is prohibited.

1910.1030(d)(2)(vii)(A)

Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless the employer can demonstrate that no alternative is feasible or that such action is required by a specific medical or dental procedure.

1910.1030(d)(2)(vii)(B)

Such bending, recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

1910.1030(d)(2)(viii)

Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be:

1910.1030(d)(2)(viii)(A)

Puncture resistant;

1910.1030(d)(2)(viii)(B)

Labeled or color-coded in accordance with this standard;

1910.1030(d)(2)(viii)(C)

Leakproof on the sides and bottom; and

1910.1030(d)(2)(viii)(D)

In accordance with the requirements set forth in paragraph (d)(4)(ii)(E) for reusable sharps.

1910.1030(d)(2)(ix)

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

1910.1030(d)(2)(x)

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.

1910.1030(d)(2)(xi)

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

1910.1030(d)(2)(xii)

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

1910.1030(d)(2)(xiii)

Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

1910.1030(d)(2)(xiii)(A)

The container for storage, transport, or shipping shall be labeled or color-coded according to paragraph (g)(1)(i) and closed prior to being stored, transported, or shipped. When a facility utilizes Universal Precautions in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exemption only applies while such specimens/containers remain within the facility. Labeling or color-coding in accordance with paragraph (g)(1)(i) is required when such specimens/containers leave the facility.

1910.1030(d)(2)(xiii)(B)

If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color-coded according to the requirements of this standard.

1910.1030(d)(2)(xiii)(C)

If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture-resistant in addition to the above characteristics.

1910.1030(d)(2)(xiv)

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the employer can demonstrate that decontamination of such equipment or portions of such equipment is not feasible.

1910.1030(d)(2)(xiv)(A)

A readily observable label in accordance with paragraph (g)(1)(i)(H) shall be attached to the equipment stating which portions remain contaminated.

1910.1030(d)(2)(xiv)(B)

The employer shall ensure that this information is conveyed to all affected employees, the servicing

representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

1910.1030(d)(3)

Personal Protective Equipment --

1910.1030(d)(3)(i)

Provision. When there is occupational exposure, the employer shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

1910.1030(d)(3)(ii)

Use. The employer shall ensure that the employee uses appropriate personal protective equipment unless the employer shows that the employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgement, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

1910.1030(d)(3)(iii)

Accessibility. The employer shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

1910.1030(d)(3)(iv)

Cleaning, Laundering, and Disposal. The employer shall clean, launder, and dispose of personal protective equipment required by paragraphs (d) and (e) of this standard, at no cost to the employee.

1910.1030(d)(3)(v)

Repair and Replacement. The employer shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

1910.1030(d)(3)(vi)

If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed immediately or as soon as feasible.

1910.1030(d)(3)(vii)

All personal protective equipment shall be removed prior to leaving the work area.

1910.1030(d)(3)(viii)

When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

1910.1030(d)(3)(ix)

Gloves. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures except as specified in paragraph (d)(3)(ix)(D); and when handling or touching contaminated items or surfaces.

1910.1030(d)(3)(ix)(A)

Disposable (single use) gloves such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

1910.1030(d)(3)(ix)(B)

Disposable (single use) gloves shall not be washed or decontaminated for re-use.

1910.1030(d)(3)(ix)(C)

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

1910.1030(d)(3)(ix)(D)

If an employer in a volunteer blood donation center judges that routine gloving for all phlebotomies is not necessary then the employer shall:

1910.1030(d)(3)(ix)(D)(1)

Periodically reevaluate this policy;

1910.1030(d)(3)(ix)(D)(2)

Make gloves available to all employees who wish to use them for phlebotomy;

1910.1030(d)(3)(ix)(D)(3)

Not discourage the use of gloves for phlebotomy; and

1910.1030(d)(3)(ix)(D)(4)

Require that gloves be used for phlebotomy in the following circumstances:

1910.1030(d)(3)(ix)(D)(4)(i)

When the employee has cuts, scratches, or other breaks in his or her skin;

1910.1030(d)(3)(ix)(D)(4)(ii)

When the employee judges that hand contamination with blood may occur, for example, when performing phlebotomy on an uncooperative source individual; and

1910.1030(d)(3)(ix)(D)(4)(iii)

When the employee is receiving training in phlebotomy.

1910.1030(d)(3)(x)

Masks, Eye Protection, and Face Shields. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

1910.1030(d)(3)(xi)

Gowns, Aprons, and Other Protective Body Clothing. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

1910.1030(d)(3)(xii)

Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopaedic surgery).

1910.1030(d)(4)

Housekeeping --

1910.1030(d)(4)(i)

General. Employers shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

1910.1030(d)(4)(ii)

All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

1910.1030(d)(4)(ii)(A)

Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.

1910.1030(d)(4)(ii)(B)

Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the workshift if they may have become contaminated during the shift.

1910.1030(d)(4)(ii)(C)

All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

1910.1030(d)(4)(ii)(D)

Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.

1910.1030(d)(4)(ii)(E)

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these

sharps have been placed.

1910.1030(d)(4)(iii)

Regulated Waste --

1910.1030(d)(4)(iii)(A)

Contaminated Sharps Discarding and Containment.

1910.1030(d)(4)(iii)(A)(1)

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

1910.1030(d)(4)(iii)(A)(1)(i)

Closable;

1910.1030(d)(4)(iii)(A)(1)(ii)

Puncture resistant;

1910.1030(d)(4)(iii)(A)(1)(iii)

Leakproof on sides and bottom; and

1910.1030(d)(4)(iii)(A)(1)(iv)

Labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard.

1910.1030(d)(4)(iii)(A)(2)

During use, containers for contaminated sharps shall be:

1910.1030(d)(4)(iii)(A)(2)(i)

Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries);

1910.1030(d)(4)(iii)(A)(2)(ii)

Maintained upright throughout use; and

1910.1030(d)(4)(iii)(A)(2)(iii)

Replaced routinely and not be allowed to overfill.

1910.1030(d)(4)(iii)(A)(3)

When moving containers of contaminated sharps from the area of use, the containers shall be:

1910.1030(d)(4)(iii)(A)(3)(i)

Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping;

1910.1030(d)(4)(iii)(A)(3)(ii)

Placed in a secondary container if leakage is possible. The second container shall be:

1910.1030(d)(4)(iii)(A)(3)(ii)(A)

Closable;

1910.1030(d)(4)(iii)(A)(3)(ii)(B)

Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping; and

1910.1030(d)(4)(iii)(A)(3)(ii)(C)

Labeled or color-coded according to paragraph (g)(1)(i) of this standard.

1910.1030(d)(4)(iii)(A)(4)

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

1910.1030(d)(4)(iii)(B)

Other Regulated Waste Containment --

1910.1030(d)(4)(iii)(B)(1)

Regulated waste shall be placed in containers which are:

1910.1030(d)(4)(iii)(B)(1)(i)

Closable;

1910.1030(d)(4)(iii)(B)(1)(ii)

Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;

1910.1030(d)(4)(iii)(B)(1)(iii)

Labeled or color-coded in accordance with paragraph (g)(1)(i) this standard; and

1910.1030(d)(4)(iii)(B)(1)(iv)

Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

1910.1030(d)(4)(iii)(B)(2)

If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:

1910.1030(d)(4)(iii)(B)(2)(i)

Closable;

1910.1030(d)(4)(iii)(B)(2)(ii)

Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;

1910.1030(d)(4)(iii)(B)(2)(iii)

Labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard; and

1910.1030(d)(4)(iii)(B)(2)(iv)

Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

1910.1030(d)(4)(iii)(C)

Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, States and Territories, and political subdivisions of States and Territories.

1910.1030(d)(4)(iv)

Laundry.

1910.1030(d)(4)(iv)(A)

Contaminated laundry shall be handled as little as possible with a minimum of agitation.

1910.1030(d)(4)(iv)(A)(1)

Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

1910.1030(d)(4)(iv)(A)(2)

Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard. When a facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.

1910.1030(d)(4)(iv)(A)(3)

Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

1910.1030(d)(4)(iv)(B)

The employer shall ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.

1910.1030(d)(4)(iv)(C)

When a facility ships contaminated laundry off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers which are labeled or color-coded in accordance with paragraph (g)(1)(i).

1910.1030(e)

HIV and HBV Research Laboratories and Production Facilities.

1910.1030(e)(1)

This paragraph applies to research laboratories and production facilities engaged in the culture, production, concentration, experimentation, and manipulation of HIV and HBV. It does not apply to clinical or diagnostic laboratories engaged solely in the analysis of blood, tissues, or organs. These requirements apply in addition to the other requirements of the standard.

1910.1030(e)(2)

Research laboratories and production facilities shall meet the following criteria:

1910.1030(e)(2)(i)

Standard Microbiological Practices. All regulated waste shall either be incinerated or decontaminated by a method such as autoclaving known to effectively destroy bloodborne pathogens.

1910.1030(e)(2)(ii)

Special Practices.

1910.1030(e)(2)(ii)(A)

Laboratory doors shall be kept closed when work involving HIV or HBV is in progress.

1910.1030(e)(2)(ii)(B)

Contaminated materials that are to be decontaminated at a site away from the work area shall be placed in a durable, leakproof, labeled or color-coded container that is closed before being removed from the work area.

1910.1030(e)(2)(ii)(C)

Access to the work area shall be limited to authorized persons. Written policies and procedures shall be established whereby only persons who have been advised of the potential biohazard, who meet any specific entry requirements, and who comply with all entry and exit procedures shall be allowed to enter the work areas and animal rooms.

1910.1030(e)(2)(ii)(D)

When other potentially infectious materials or infected animals are present in the work area or containment module, a hazard warning sign incorporating the universal biohazard symbol shall be posted on all access doors. The hazard warning sign shall comply with paragraph (g)(1)(ii) of this standard.

1910.1030(e)(2)(ii)(E)

All activities involving other potentially infectious materials shall be conducted in biological safety cabinets or other physical-containment devices within the containment module. No work with these other potentially infectious materials shall be conducted on the open bench.

1910.1030(e)(2)(ii)(F)

Laboratory coats, gowns, smocks, uniforms, or other appropriate protective clothing shall be used in the work area and animal rooms. Protective clothing shall not be worn outside of the work area and shall be decontaminated before being laundered.

1910.1030(e)(2)(ii)(G)

Special care shall be taken to avoid skin contact with other potentially infectious materials. Gloves shall be worn when handling infected animals and when making hand contact with other potentially infectious materials is unavoidable.

1910.1030(e)(2)(ii)(H)

Before disposal all waste from work areas and from animal rooms shall either be incinerated or decontaminated by a method such as autoclaving known to effectively destroy bloodborne pathogens.

1910.1030(e)(2)(ii)(I)

Vacuum lines shall be protected with liquid disinfectant traps and high-efficiency particulate air (HEPA) filters or filters of equivalent or superior efficiency and which are checked routinely and maintained or replaced as necessary.

1910.1030(e)(2)(ii)(J)

Hypodermic needles and syringes shall be used only for parenteral injection and aspiration of fluids from laboratory animals and diaphragm bottles. Only needle-locking syringes or disposable syringe-needle units (i.e., the needle is integral to the syringe) shall be used for the injection or aspiration of other potentially infectious materials. Extreme caution shall be used when handling needles and syringes. A needle shall not be bent, sheared, replaced in the sheath or guard, or removed from the syringe following use. The needle and syringe shall be promptly placed in a puncture-resistant container and autoclaved or decontaminated before reuse or disposal.

1910.1030(e)(2)(ii)(K)

All spills shall be immediately contained and cleaned up by appropriate professional staff or others properly trained and equipped to work with potentially concentrated infectious materials.

1910.1030(e)(2)(ii)(L)

A spill or accident that results in an exposure incident shall be immediately reported to the laboratory director or other responsible person.

1910.1030(e)(2)(ii)(M)

A biosafety manual shall be prepared or adopted and periodically reviewed and updated at least annually or more often if necessary. Personnel shall be advised of potential hazards, shall be required to read instructions on practices and procedures, and shall be required to follow them.

1910.1030(e)(2)(iii)

Containment Equipment.

1910.1030(e)(2)(iii)(A)

Certified biological safety cabinets (Class I, II, or III) or other appropriate combinations of personal protection or physical containment devices, such as special protective clothing, respirators, centrifuge safety cups, sealed centrifuge rotors, and containment caging for animals, shall be used for all activities with other potentially infectious materials that pose a threat of exposure to droplets, splashes, spills, or aerosols.

1910.1030(e)(2)(iii)(B)

Biological safety cabinets shall be certified when installed, whenever they are moved and at least annually.

1910.1030(e)(3)

HIV and HBV research laboratories shall meet the following criteria:

1910.1030(e)(3)(i)

Each laboratory shall contain a facility for hand washing and an eye wash facility which is readily available within the work area.

1910.1030(e)(3)(ii)

An autoclave for decontamination of regulated waste shall be available.

1910.1030(e)(4)

HIV and HBV production facilities shall meet the following criteria:

1910.1030(e)(4)(i)

The work areas shall be separated from areas that are open to unrestricted traffic flow within the building. Passage through two sets of doors shall be the basic requirement for entry into the work area from access corridors or other contiguous areas. Physical separation of the high-containment work area from access corridors or other areas or activities may also be provided by a double-doored clothes-change room (showers may be included), airlock, or other access facility that requires passing through two sets of doors before entering the work area.

1910.1030(e)(4)(ii)

The surfaces of doors, walls, floors and ceilings in the work area shall be water resistant so that they can be easily cleaned. Penetrations in these surfaces shall be sealed or capable of being sealed to facilitate decontamination.

1910.1030(e)(4)(iii)

Each work area shall contain a sink for washing hands and a readily available eye wash facility. The sink shall be foot, elbow, or automatically operated and shall be located near the exit door of the work area.

1910.1030(e)(4)(iv)

Access doors to the work area or containment module shall be self-closing.

1910.1030(e)(4)(v)

An autoclave for decontamination of regulated waste shall be available within or as near as possible to the work area.

1910.1030(e)(4)(vi)

A ducted exhaust-air ventilation system shall be provided. This system shall create directional airflow that draws air into the work area through the entry area. The exhaust air shall not be recirculated to any other area of the building, shall be discharged to the outside, and shall be dispersed away from occupied areas and air intakes. The proper direction of the airflow shall be verified (i.e., into the work area).

1910.1030(e)(5)

Training Requirements. Additional training requirements for employees in HIV and HBV research laboratories and HIV and HBV production facilities are specified in paragraph (g)(2)(ix).

1910.1030(f)

Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up --

1910.1030(f)(1)

General.

1910.1030(f)(1)(i)

The employer shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.

1910.1030(f)(1)(ii)

The employer shall ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:

1910.1030(f)(1)(ii)(A)

Made available at no cost to the employee;

1910.1030(f)(1)(ii)(B)

Made available to the employee at a reasonable time and place;

1910.1030(f)(1)(ii)(C)

Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and

1910.1030(f)(1)(ii)(D)

Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified by this paragraph (f).

1910.1030(f)(1)(iii)

The employer shall ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

1910.1030(f)(2)

Hepatitis B Vaccination.

1910.1030(f)(2)(i)

Hepatitis B vaccination shall be made available after the employee has received the training required in paragraph (g)(2)(vii)(I) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

1910.1030(f)(2)(ii)

The employer shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.

1910.1030(f)(2)(iii)

If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the employer shall make available hepatitis B vaccination at that time.

1910.1030(f)(2)(iv)

The employer shall assure that employees who decline to accept hepatitis B vaccination offered by the employer sign the statement in Appendix A.

1910.1030(f)(2)(v)

If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available in accordance with section (f)(1)(ii).

1910.1030(f)(3)

Post-exposure Evaluation and Follow-up. Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

1910.1030(f)(3)(i)

Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;

1910.1030(f)(3)(ii)

Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law;

1910.1030(f)(3)(ii)(A)

The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

1910.1030(f)(3)(ii)(B)

When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

1910.1030(f)(3)(ii)(C)

Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

1910.1030(f)(3)(iii)

Collection and testing of blood for HBV and HIV serological status;

1910.1030(f)(3)(iii)(A)

The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

1910.1030(f)(3)(iii)(B)

If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

1910.1030(f)(3)(iv)

Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;

1910.1030(f)(3)(v)

Counseling; and

1910.1030(f)(3)(vi)

Evaluation of reported illnesses.

1910.1030(f)(4)

Information Provided to the Healthcare Professional.

1910.1030(f)(4)(i)

The employer shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation.

1910.1030(f)(4)(ii)

The employer shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

1910.1030(f)(4)(ii)(A)

A copy of this regulation;

1910.1030(f)(4)(ii)(B)

A description of the exposed employee's duties as they relate to the exposure incident;

1910.1030(f)(4)(ii)(C)

Documentation of the route(s) of exposure and circumstances under which exposure occurred;

1910.1030(f)(4)(ii)(D)

Results of the source individual's blood testing, if available; and

1910.1030(f)(4)(ii)(E)

All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

1910.1030(f)(5)

Healthcare Professional's Written Opinion. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

1910.1030(f)(5)(i)

The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

1910.1030(f)(5)(ii)

The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

1910.1030(f)(5)(ii)(A)

That the employee has been informed of the results of the evaluation; and

1910.1030(f)(5)(ii)(B)

That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

1910.1030(f)(5)(iii)

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

1910.1030(f)(6)

Medical Recordkeeping. Medical records required by this standard shall be maintained in accordance with paragraph (h)(1) of this section.

1910.1030(g)

Communication of Hazards to Employees --

1910.1030(g)(1)

Labels and Signs --

1910.1030(g)(1)(i)

Labels.

1910.1030(g)(1)(i)(A)

Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials, except as provided in paragraph (g)(1)(i)(E), (F) and (G).

1910.1030(g)(1)(i)(B)

Labels required by this section shall include the following legend:



1910.1030(g)(1)(i)(C)

These labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

1910.1030(g)(1)(i)(D)

Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

1910.1030(g)(1)(i)(E)

Red bags or red containers may be substituted for labels.

1910.1030(g)(1)(i)(F)

Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of paragraph (g).

1910.1030(g)(1)(i)(G)

Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.

1910.1030(g)(1)(i)(H)

Labels required for contaminated equipment shall be in accordance with this paragraph and shall also state which portions of the equipment remain contaminated.

1910.1030(g)(1)(i)(I)

Regulated waste that has been decontaminated need not be labeled or color-coded.

1910.1030(g)(1)(ii)

Signs.

1910.1030(g)(1)(ii)(A)

The employer shall post signs at the entrance to work areas specified in paragraph (e), HIV and HBV Research Laboratory and Production Facilities, which shall bear the following legend:



(Name of the Infectious Agent)

(Special requirements for entering the area)

(Name, telephone number of the laboratory director or other responsible person.)

1910.1030(g)(1)(ii)(B)

These signs shall be fluorescent orange-red or predominantly so, with lettering and symbols in a contrasting

color.

1910.1030(g)(2)

Information and Training.

1910.1030(g)(2)(i)

The employer shall train each employee with occupational exposure in accordance with the requirements of this section. Such training must be provided at no cost to the employee and during working hours. The employer shall institute a training program and ensure employee participation in the program.

1910.1030(g)(2)(ii)

Training shall be provided as follows:

1910.1030(g)(2)(ii)(A)

At the time of initial assignment to tasks where occupational exposure may take place;

1910.1030(g)(2)(ii)(B)

At least annually thereafter.

1910.1030(g)(2)(iii)

[Reserved]

1910.1030(g)(2)(iv)

Annual training for all employees shall be provided within one year of their previous training.

1910.1030(g)(2)(v)

Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

1910.1030(g)(2)(vi)

Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

1910.1030(g)(2)(vii)

The training program shall contain at a minimum the following elements:

1910.1030(g)(2)(vii)(A)

An accessible copy of the regulatory text of this standard and an explanation of its contents;

1910.1030(g)(2)(vii)(B)

A general explanation of the epidemiology and symptoms of bloodborne diseases;

1910.1030(g)(2)(vii)(C)

An explanation of the modes of transmission of bloodborne pathogens;

1910.1030(g)(2)(vii)(D)

An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;

1910.1030(g)(2)(vii)(E)

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;

1910.1030(g)(2)(vii)(F)

An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;

1910.1030(g)(2)(vii)(G)

Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;

1910.1030(g)(2)(vii)(H)

An explanation of the basis for selection of personal protective equipment;

1910.1030(g)(2)(vii)(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;

1910.1030(g)(2)(vii)(J)

Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

1910.1030(g)(2)(vii)(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;

1910.1030(g)(2)(vii)(L)

Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;

1910.1030(g)(2)(vii)(M)

An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and

1910.1030(g)(2)(vii)(N)

An opportunity for interactive questions and answers with the person conducting the training session.

1910.1030(g)(2)(viii)

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

1910.1030(g)(2)(ix)

Additional Initial Training for Employees in HIV and HBV Laboratories and Production Facilities. Employees in HIV or HBV research laboratories and HIV or HBV production facilities shall receive the following initial training in addition to the above training requirements.

1910.1030(g)(2)(ix)(A)

The employer shall assure that employees demonstrate proficiency in standard microbiological practices and techniques and in the practices and operations specific to the facility before being allowed to work with HIV or HBV.

1910.1030(g)(2)(ix)(B)

The employer shall assure that employees have prior experience in the handling of human pathogens or tissue cultures before working with HIV or HBV.

1910.1030(g)(2)(ix)(C)

The employer shall provide a training program to employees who have no prior experience in handling human pathogens. Initial work activities shall not include the handling of infectious agents. A progression of work activities shall be assigned as techniques are learned and proficiency is developed. The employer shall assure that employees participate in work activities involving infectious agents only after proficiency has been demonstrated.

1910.1030(h)

Recordkeeping --

1910.1030(h)(1)

Medical Records.

1910.1030(h)(1)(i)

The employer shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with 29 CFR 1910.1020.

1910.1030(h)(1)(ii)

This record shall include:

1910.1030(h)(1)(ii)(A)

The name and social security number of the employee;

1910.1030(h)(1)(ii)(B)

A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by paragraph (f)(2);

1910.1030(h)(1)(ii)(C)

A copy of all results of examinations, medical testing, and follow-up procedures as required by paragraph (f)(3);

1910.1030(h)(1)(ii)(D)

The employer's copy of the healthcare professional's written opinion as required by paragraph (f)(5); and

1910.1030(h)(1)(ii)(E)

A copy of the information provided to the healthcare professional as required by paragraphs (f)(4)(ii)(B)(C) and (D).

1910.1030(h)(1)(iii)

Confidentiality. The employer shall ensure that employee medical records required by paragraph (h)(1)

are:

1910.1030(h)(1)(iii)(A)

Kept confidential; and

1910.1030(h)(1)(iii)(B)

Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.

1910.1030(h)(1)(iv)

The employer shall maintain the records required by paragraph (h) for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

1910.1030(h)(2)

Training Records.

1910.1030(h)(2)(i)

Training records shall include the following information:

1910.1030(h)(2)(i)(A)

The dates of the training sessions;

1910.1030(h)(2)(i)(B)

The contents or a summary of the training sessions;

1910.1030(h)(2)(i)(C)

The names and qualifications of persons conducting the training; and

1910.1030(h)(2)(i)(D)

The names and job titles of all persons attending the training sessions.

1910.1030(h)(2)(ii)

Training records shall be maintained for 3 years from the date on which the training occurred.

1910.1030(h)(3)

Availability.

1910.1030(h)(3)(i)

The employer shall ensure that all records required to be maintained by this section shall be made available upon request to the Assistant Secretary and the Director for examination and copying.

1910.1030(h)(3)(ii)

Employee training records required by this paragraph shall be provided upon request for examination and copying to employees, to employee representatives, to the Director, and to the Assistant Secretary.

1910.1030(h)(3)(iii)

Employee medical records required by this paragraph shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.

1910.1030(h)(4)

Transfer of Records. The employer shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

1910.1030(h)(5)

Sharps injury log.

1910.1030(h)(5)(i)

The employer shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

1910.1030(h)(5)(i)(A)

The type and brand of device involved in the incident,

1910.1030(h)(5)(i)(B)

The department or work area where the exposure incident occurred, and

1910.1030(h)(5)(i)(C)

An explanation of how the incident occurred.

1910.1030(h)(5)(ii)

The requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR 1904.

1910.1030(h)(5)(iii)

The sharps injury log shall be maintained for the period required by 29 CFR 1904.33.

1910.1030(i)

Dates --

1910.1030(i)(1)

Effective Date. The standard shall become effective on March 6, 1992.

1910.1030(i)(2)

The Exposure Control Plan required by paragraph (c) of this section shall be completed on or before May 5, 1992.

1910.1030(i)(3)

Paragraph (g)(2) Information and Training and (h) Recordkeeping shall take effect on or before June 4, 1992.

1910.1030(i)(4)

Paragraphs (d)(2) Engineering and Work Practice Controls, (d)(3) Personal Protective Equipment, (d)(4) Housekeeping, (e) HIV and HBV Research Laboratories and Production Facilities, (f) Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up, and (g)(1) Labels and Signs, shall take effect July 6, 1992.

APPENDIX B: JOB HAZARD ANALYSIS

Job Hazard Analysis: 2011

Name: _____

Zone: _____

Position: _____

Date: _____

Do you perform work above 6 feet from ground level?	Yes	No
If yes, select all that apply:		
Portable Ladders	<input type="checkbox"/>	<input type="checkbox"/>
Stationary Ladders	<input type="checkbox"/>	<input type="checkbox"/>
Caged Ladders	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolds	<input type="checkbox"/>	<input type="checkbox"/>
Catwalks	<input type="checkbox"/>	<input type="checkbox"/>
Powered Lifts	<input type="checkbox"/>	<input type="checkbox"/>
Other, Specify: _____		
Other, Specify: _____		
Other, Specify: _____		

Do you work with powered equipment?	Yes	No
If yes, select all that apply:		
Forklifts	<input type="checkbox"/>	<input type="checkbox"/>
Powered lifts	<input type="checkbox"/>	<input type="checkbox"/>
Tractors	<input type="checkbox"/>	<input type="checkbox"/>
Electric vehicles	<input type="checkbox"/>	<input type="checkbox"/>
Lawn care equipment	<input type="checkbox"/>	<input type="checkbox"/>
Trucks (other than light duty trucks)	<input type="checkbox"/>	<input type="checkbox"/>
Other, Specify: _____		
Other, Specify: _____		
Other, Specify: _____		

Do you work with fuel dispensing equipment?	Yes	No
Do you work in a noisy environment or with noise generating equipment?	Yes	No
Do you work in a dusty environment?	Yes	No
Do work around installations labelled as "Permit Required Confined Space"	Yes	No
If yes, do you:		
Work with confined space entry teams?	<input type="checkbox"/>	<input type="checkbox"/>
Enter confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>
Do you work with the boilers?	Yes	No
Do you work in the mechanical rooms?	Yes	No
Do you work with the refrigerant systems?	Yes	No
Do you work with or around compressed gas or cryogenic fluid?	Yes	No

Job Hazard Analysis: 2011

Name: _____

Zone: _____

Position: _____

Date: _____

Do you order or work with/around chemicals or other hazardous materials:	Yes	No
If yes, select all that apply:		
Gasoline	<input type="checkbox"/>	<input type="checkbox"/>
Oil	<input type="checkbox"/>	<input type="checkbox"/>
Diesel	<input type="checkbox"/>	<input type="checkbox"/>
Spray paint	<input type="checkbox"/>	<input type="checkbox"/>
Degreasers	<input type="checkbox"/>	<input type="checkbox"/>
Corrosive materials	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning products	<input type="checkbox"/>	<input type="checkbox"/>
Paint thinner or remover	<input type="checkbox"/>	<input type="checkbox"/>
Tar/Asphalt	<input type="checkbox"/>	<input type="checkbox"/>
Bleach or Industrial Disinfectants	<input type="checkbox"/>	<input type="checkbox"/>
Pesticides/Herbicides	<input type="checkbox"/>	<input type="checkbox"/>
Herbicides	<input type="checkbox"/>	<input type="checkbox"/>
Other, Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other, Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other, Specify: _____	<input type="checkbox"/>	<input type="checkbox"/>

Are you engaged with hot work operations?	Yes	No
If yes, select all that apply:		
Welding:		
Cutting	<input type="checkbox"/>	<input type="checkbox"/>
Grinding	<input type="checkbox"/>	<input type="checkbox"/>
Soldering	<input type="checkbox"/>	<input type="checkbox"/>

Do you issue hotworks permits?	Yes	No
Do you provide hotworks fire watch?	Yes	No
Do you work with electricity?	Yes	No
If yes, select all that apply:		
General usage	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Installation/Repair work	<input type="checkbox"/>	<input type="checkbox"/>
Work with high voltage or other hazardous energy	<input type="checkbox"/>	<input type="checkbox"/>

Do you provide control of hazardous energy services (LOTO)	Yes	No
--	-----	----

Do you work on equipment that must be de-energized prior to maintenance?	Yes	No
--	-----	----

Job Hazard Analysis: 2011

Name: _____

Zone: _____

Position: _____

Date: _____

Do you provide general fire watch services	Yes	No
Do you work with the Fire Suppression system?	Yes	No
Do you provide fire watch services?	Yes	No
Are you required to use a fire extinguisher?	Yes	No
Do you handle waste?	Yes	No
If yes, please select all that apply:		
Universal waste	<input type="checkbox"/>	
Chemical waste	<input type="checkbox"/>	
Waste paint	<input type="checkbox"/>	
Waste solvents	<input type="checkbox"/>	
Other, Specify: _____		
Other, Specify: _____		
Other, Specify: _____		
Do you handle laundry?	Yes	No
Are you exposed to human blood?	Yes	No
Are you exposed to human waste or other potentially infectious materials	Yes	No
Are you required to provide first aid or assistance to injured/sick individuals?	Yes	No
Do you perform work on suspect or known asbestos containing products?	Yes	No
Are you involved with excavations?	Yes	No
Do you work with sub-contractors?	Yes	No
Do you work in hot and/or cold environments?	Yes	No
Do you work with machinery that has installed guards?	Yes	No
Do you work with concrete or cement?	Yes	No
Do you drive university passenger or light duty vehicles?	Yes	No
Do you use manual hand tools?	Yes	No
Do you perform work on suspect or known lead containing paint?	Yes	No
Do you use powered hand tools?	Yes	No
Do you work with fume hoods in Beeghly, Katzen or Hurst?	Yes	No
Do you lift heavy items (>50 lbs)	Yes	No
Do you lift moderately heavy items (25-50 lbs)	Yes	No

APPENDIX C: POST-EXPOSURE PACKET (PEP)



AMERICAN UNIVERSITY
WASHINGTON, DC

POST-EXPOSURE PACKET FOR EMPLOYEES

Risk Management and Environmental Health & Safety

IMPORTANT CONTACT INFORMATION

**BBP Program Administrator /
Environmental Health & Safety:**

Heather McClary
202-885-2007 (office)
214-477-2772 (mobile)

**Travelers Insurance
(Worker's Compensation):**

1-800-238-6225

Associate Director of Risk Management:

Kevin Taub
202-885-2722

POST-EXPOSURE CHECKLIST: **AFFECTED EMPLOYEE**

- Wash or flush the affected area.
 - If contaminated needle stick: Clean exposed area with soap and water
 - If blood or other potentially infectious fluid splashed in face: flush eyes, nose, or mouth with copious amounts of tap water
- Report incident to supervisor (if available)
- Complete the Consent/Refusal for HIV, HBV, and HCV Infectivity Testing Form **and** Incident Report for Employee Form
- If applicable, request that the source individual complete the Consent/Refusal for HIV, HBV, and HCV Infectivity Testing form

If you consent to medical treatment, continue to the tasks below. If you decline, stop here.

- Report to Sibley Memorial Hospital, 5255 Loughboro Rd, N.W., Washington, D.C. 20016, or the urgent care provider of your choosing, as quickly as possible with source individual, if applicable (within one hour is highly advised)
- Prior to receiving any treatment, tell the hospital staff that you experienced an occupational blood exposure, are an American University employee, and that insurance is provided by Traveler's Insurance Company. If the physician has any questions, please have them contact the Office of Risk Management and Environmental Health & Safety
- Provide physician with the Incident Report Form for Affected Employee and copy of 29 CFR 1910.1030, found in this packet

POST-EXPOSURE CHECKLIST: SUPERVISOR

- Get Post-Exposure Packet from your office's designated location or the [Bloodborne Pathogens Program website](#)
- If additional first aid is required, go with, or send someone with, the affected employee to Sibley Emergency Room (or urgent care center of affected employee's choosing)
- Complete the Incident Report for Supervisor Form and return it to the Office of Risk Management within 24 hours of the incident. For questions, contact Risk Management at 202-885-2007
- Immediately report the incident to Travelers Insurance Workman's Compensation Hotline at 1-800-238-6225. More information is available on the [Worker's Compensation website](#)

CONSENT / REFUSAL FOR HIV, HBV, AND HCV INFECTIVITY TESTING: **AFFECTED EMPLOYEE**

*To be completed by the affected employee and sent to the BBP Program Administrator
within 24 hours of incident.*

Employee Name: _____

Job Title: _____

Date of Incident: _____

I understand that due to my occupational exposure to blood or bodily fluids, I may be at risk for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV).

For work-related incidents involving exposure to blood or other potentially infectious material, American University offers, at no cost to me, a post-exposure medical evaluation, including testing of my blood for HCV, HBV and HIV.

I have also been offered the opportunity to have a sample of my blood drawn and preserved for 90 days in the event that I might choose to have that sample tested at some point within 90 days.

I hereby consent to:

- HIV Testing
- HBV Testing
- HCV Testing
- Blood draw for future testing

I hereby refuse consent to:

- HIV Testing
- HBV Testing
- HCV Testing
- Blood draw for future testing

I have read and understand the above information regarding the request to have a post-exposure medical evaluation and my blood collected and tested for specific pathogenic blood borne viruses. As indicated by my signature below, I hereby consent to a post-exposure medical evaluation and blood collections/tests that I have indicated above.

Employee Signature

Date

CONSENT / REFUSAL FOR HIV, HBV, AND HCV INFECTIVITY TESTING: SOURCE INDIVIDUAL

*To be completed by the source individual and returned to the BBP Program
Administrator within 24 hours of incident.*

A source individual is the person whose blood or bodily fluids provided the source of the exposure incident. Not all exposure incidents can be directly associated with a source individual.

Exposed Individual's Information:

Employee
Name: _____
Job Title: _____
Date of
Incident: _____

Source Individual's Statement of Understanding:

I understand that there was an incident during which my blood or other body fluids came in direct contact with an American University (AU) employee. In order to provide proper medical follow-up for the exposed employee, I have been requested to submit to blood collection and testing for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV). All costs for HIV, HBV, and HCV testing will be paid by AU. The tests are voluntary, and I may withdraw my consent at any time. I have been informed that the test to detect whether I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and follow-up tests may be required.

I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment and to the exposed worker for his/her medical benefit only.

I hereby consent to:

- HIV Testing
- HBV Testing
- HCV Testing

I hereby refuse consent to:

- HIV Testing
- HBV Testing
- HCV Testing

I have read and understand the above information regarding the request to have my blood collected and tested for specific pathogenic bloodborne viruses. As indicated by my signature below, I hereby consent to the blood collections/tests that I have indicated above.

Source Printed Name

Source Signature

Date

INCIDENT REPORT FORM: SUPERVISOR

To be completed by affected employee's supervisor and returned to the BBP Program Administrator within 24 hours of exposure incident.

I, _____, have reviewed the **Incident Report Form for**
Supervisor Name

Affected Employee on behalf of _____ regarding their
Affected Employee Name

potential exposure to blood or OPIM on ____/____/____. I acknowledge that I
mm dd yy

have informed the Office of Risk Management regarding this matter and may

be asked to contribute information if an accident investigation is necessary. I

have reviewed the Post-Exposure Checklist: Supervisor and have made full effort

to complete each task listed.

Supervisor Signature

Date

INCIDENT REPORT FORM: AFFECTED EMPLOYEE

To be completed by Affected Employee and given to their physician upon arrival for treatment

Employee name:	Job title:
Date of incident:	Approximate time of incident:
Location of incident:	
Activity being performed:	
Was a needle, lancet, glass, or sharp object involved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what kind (type and brand)?	
Type of bodily fluid involved: <input type="checkbox"/> Blood <input type="checkbox"/> Other:	
Part(s) of employee's body involved: <input type="checkbox"/> Eye(s) <input type="checkbox"/> Nose <input type="checkbox"/> Mouth <input type="checkbox"/> Broken skin / cut	
Was personal protective equipment (PPE) being used at the time of incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If use, what kind (type and brand)?	
Was the integrity of the PPE compromised? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If clothing was contaminated, did appropriate disposal / laundering occur? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (clothing not contaminated)	
Did hand washing and / or flushing of mucous membranes occur as soon as possible after exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Was employee given Post-Exposure Prophylaxis Packet and referred to healthcare professional for medical evaluation and follow up?

Yes

No

Continued next page

INCIDENT REPORT FORM: AFFECTED EMPLOYEE (CONTINUED)

To be completed by Affected Employee and given to their physician upon arrival for treatment

Fully describe the circumstances of the accident below. Be sure to include work practices the employee followed and engineering controls that were in place at time of incident (use additional space on back of this form if necessary).

Employee Signature

Date

APPENDIX D: SHARPS INJURY LOG

Department: _____

Year: _____

How to use this form

This form is to be filled out after completing the steps recommended by AU's Post-Exposure Packet (PEP).

Following a percutaneous injury from a **contaminated** sharp, the employee or employee's supervisor must record the necessary information in the table below. OSHA's Bloodborne Pathogens Standard 29 CFR 1910.1030(h)(5) requires AU as an employer to establish and maintain a sharps injury log by recording all percutaneous injuries occurring from contaminated sharps. The purpose of this log is to aid in the evaluation of devices and procedures being used in healthcare and other facilities that may require additional attention or review. This log must be kept in addition to the injury and illness log required by 29 CFR 1904. The sharps injury log should include all sharps injuries occurring in a calendar year and must be kept for five years following the end of the year to which it relates. The log must be kept in a manner that preserves the confidentiality of the affected individual.

Date of injury:
Type of device:
Brand name of device:
Work area where injury occurred:
Description of accident:

Date of injury:
Type of device:
Brand name of device:
Work area where injury occurred:
Description of accident:

Date of injury:
Type of device:
Brand name of device:
Work area where injury occurred:
Description of accident:

Date of injury:
Type of device:
Brand name of device:
Work area where injury occurred:
Description of accident:

Date of injury:
Type of device:
Brand name of device:
Work area where injury occurred:
Description of accident:

Date of injury:
Type of device:
Brand name of device:
Work area where injury occurred:
Description of accident:

Date of injury:
Type of device:
Brand name of device:
Work area where injury occurred:
Description of accident:

Date of injury:
Type of device:
Brand name of device:
Work area where injury occurred:
Description of accident:

APPENDIX E: GLOSSARY

The following definitions, taken directly from OSHA's Bloodborne Pathogens Standard found at 29 CFR 1910.1030(b), apply to this BPECP.

Blood – Human blood, human blood components, and products made from human blood.

Bloodborne Pathogen – Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV), human immunodeficiency virus (HIV) and hepatitis C (HCV).

Clinical Laboratory – A workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

Contaminated – The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry – Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps – Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination – The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Employee Representative – A person having written consent of the employee to access the employee's medical and/or records.

Engineering Controls – Controls (e.g. sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident – A specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Licensed Healthcare Professional – A person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) [of the Bloodborne pathogens standard] "hepatitis B Vaccination and Post-exposure Evaluation and Follow-up."

Hand washing Facilities – A facility providing an adequate supply of running potable water, soap and single use towels or hot air-drying machines.

HBV – Hepatitis B virus.

HIV – Human immunodeficiency virus.

HCV – Hepatitis C virus

Needleless Systems – A device that does not use needles for (1) the collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) the administration of medication or fluids; or (3) any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

Occupational Exposure – Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

OPIM - Other Potentially Infectious Materials– Means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, anybody fluid that is visibly contaminated with blood, and all body fluid in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral – Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment – Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, and blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste – Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps Injury (also, **Needlestick Injury**) – A percutaneous (through the skin) piercing wound set by a needle or other sharp instrument or object containing another person's blood or body fluid.

Source Individual – Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individual who donate or sell blood or blood components.

Sterilize – The use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions – An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Control – Are controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).