PREVENTION OF OCCUPATIONAL EXPOSURE TO BLOOD BORNE PATHOGENS

Purpose: To provide guidelines for preventing the contraction and spread of infectious disease (AIDS virus, hepatitis B virus, and other blood borne pathogens) to employees and the general public.

Policy: It shall be the responsibility of each Department Head to identify those employees/volunteers who, as a result of their occupation, may be exposed to blood borne pathogens or other potentially infectious materials. Persons who are reasonably expected to come in contact with potentially infectious materials are required to follow the procedures outlined below (Part 1910.1030 of Title 29 of the Code of Federal Regulations for compliance to the OSHA regulations). A copy of §1910.1030 is on file in the Human Resources Department for reference.

Applicability: All employees, volunteers, and contractual persons whose job duties and responsibilities indicate that they are a high risk to being exposed to blood borne pathogens.

Procedure:

Training

The department's training coordinator or safety representative shall ensure that all employees/volunteers in job classifications identified as high risk to blood borne pathogens complete courses of instruction on prevention of blood borne diseases at the time of the initial assignment of tasks where occupational exposure exists.

Employees/volunteers shall receive annual refresher training and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure. All trainees shall have access to applicable federal and state regulations pertaining to the regulation of blood borne pathogens.

The training coordinator or safety representative shall insure that records are maintained for a period of three years from the date of training. The training records will include: names and job titles of all department members attending the training sessions, dates and content of training sessions, and names and qualifications of persons conducting the training.

Prevention: HBV Vaccination

All employees/volunteers in job classifications identified as high risk to occupational exposure to blood borne pathogens shall be offered (paid by the City and County) the HBV (Hepatitis B Virus) vaccination.

If the vaccination is declined, a waiver must be signed (Form No. 1). The waiver may be rescinded by the employee/volunteer at a later date.

The vaccination will be provided after training on exposure and within 10 working days of the initial assignment which creates the risk of exposure

Exposure

All human blood and other potentially infectious materials are treated as if known to be infectious for HIV (AIDS) and HBV (hepatitis B virus).

Employees/volunteers are required to utilize appropriate personal protective equipment furnished by the City and County (gloves, gowns, mouthpieces, masks, etc.).

(1) Hands shall be washed after removing gloves or as soon as possible after contact with body fluids.

(2) Contaminated personal protective equipment should be removed immediately and placed in a designated container with liner for disposal.

(3) Cleaning requirements shall be established for City and County facilities. Current approved methods include the use of bleach with a solution of 8 ounces/gallon of water and Disinfectant Pine-All with a solution of 5 ounces/gallon of water.

(4) All contaminated towels, gloves, etc. shall be bagged and properly disposed. All syringes, needles, scalpels, etc. shall be disposed of using puncture resistant containers.

(5) All contaminated waste shall be properly bagged and stored in a trash container marked "Biohazard."

Post Exposure: Evaluation and Follow-up

Employees/volunteers are required to report an exposure to the City and County and complete an Exposure Incident Investigation Form (Form No. 2) and Workers' Compensation "First Report of Injury" form immediately after the exposure.

Supervisors will complete an "Accident/Injury Report/Supervisor's Investigation Report" form when an exposure occurs.

Following a report of an exposure incident, the City and County requires employees to receive a confidential evaluation and counseling by the City and County's designated medical provider.

Supervisors shall be responsible for documenting the route of exposure, HBV and HIV status of the source person if known, and the circumstances under which the exposure occurred. Confidentiality of the involved person(s) shall be maintained.

The City and County's designated medical provider shall provide post-exposure testing, vaccination, follow-up testing, medical evaluation, and counseling (Form No. 3).

Recordkeeping

The Human Resources Department shall maintain an accurate record for each occupational exposure that includes information on vaccination status; the results of all examinations, tests and follow-up procedures, the designated medical provider's written opinion and information provided by healthcare professionals.

These healthcare records shall be retained in a secured area with limited access for the duration of the member's employment plus 30 years and may not be disclosed or reported without the express written consent of the employee.

FORM NO. 1 - HEPATITIS B VACCINE DECLINATION FORM

FORM NO. 2 - EXPOSURE INCIDENT INVESTIGATION

FORM NO. 3 - POST-EXPOSURE: EVALUATION AND FOLLOW-UP CHECKLIST