

# Bloodborne Pathogens

*in the Workplace*

**Instructor  
Guide  
Preview**



## **Bloodborne Pathogens in the Workplace**

### **Instructor Guide, *Version 7.0***

#### **Purpose of this Guide**

This MEDIC First Aid *Bloodborne Pathogens in the Workplace Version 7.0 Instructor Guide* is solely intended to give information on the presentation and administration of MEDIC First Aid Bloodborne Pathogens in the Workplace certified training classes. The information in this book is furnished for that purpose and is subject to change without notice.

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MEDIC FIRST AID International, Inc.

1450 Westec Drive  
Eugene, OR 97402

800-447-3177  
541-344-7099

E-mail: [response@hsi.com](mailto:response@hsi.com)

Visit our website at [hsi.com/medicfirstaid](http://hsi.com/medicfirstaid)

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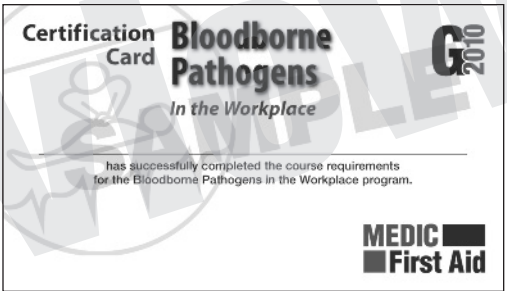
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Preview

# Program Standards

## Bloodborne Pathogens in the Workplace

<b><i>Bloodborne Pathogens</i></b>	
<b>Intended Audience</b>	Individuals with a reasonable anticipation of contact with blood or other potentially infectious materials as a result of performing designated job duties.
<b>Instructor Requirement</b>	A current and properly authorized MEDIC First Aid Instructor in good standing.
<b>Participant Prerequisites</b>	None
<b>Required Training Materials</b>	<ul style="list-style-type: none"> <li>■ MEDIC First Aid BBP Instructor Guide (one per Instructor, print or digital)</li> <li>■ MEDIC First Aid BBP Student Pack (one per student, print or digital)</li> <li>■ MEDIC First Aid BBP presentation media (DVD or Blended)</li> </ul>
<b>Course Length</b>	<ul style="list-style-type: none"> <li>■ Varies by class type (initial, refresher) and method (classroom, blended).</li> <li>■ Initial class about 2 hours.</li> <li>■ Successful completion is based on achievement of the core learning objectives rather than a prescribed instruction time.</li> </ul>
<b>Certification Requirements</b>	<ul style="list-style-type: none"> <li>■ <b>Written Exam</b> — Optional</li> <li>■ <b>Performance Evaluation</b> — Successfully complete the course requirements for the Bloodborne Pathogens in the Workplace program.</li> </ul>
<b>Card Issued</b>	
<b>Certification Period</b>	May not exceed 12 months from class completion date.
<b>Notes:</b>	<ul style="list-style-type: none"> <li>■ U.S. DOL/OSHA regulations require that the person conducting the training is knowledgeable in the subject matter as it relates to the employee's workplace. Instructors must also meet specific requirements for training records, including documenting his or her qualifications and the contents of the training program among other requirements. See OSHA 1910.1030 (bloodborne pathogens standard) for more.</li> <li>■ Proficiency in standard microbiological practices for HIV and HBV research and production facilities is beyond the scope of this program.</li> </ul>

# Instructor Information

## Bloodborne Pathogens in the Workplace

### Core Learning Objectives

This bloodborne pathogens training program will provide students with the essential knowledge necessary to help reduce or eliminate the occupational risk of exposure to bloodborne pathogens. The goal of the course is to help students understand the risks and develop behaviors that will help protect them when they are exposed to blood or other potentially infectious materials.

### Knowledge Objectives

Upon completion of this training program, a student will be able to:

1. Explain the epidemiology and symptoms of bloodborne diseases; 1910.1030(g)(2)(vii)(B)
2. Explain the modes of transmission of bloodborne pathogens; 1910.1030(g)(2)(vii)(C)
3. Explain the employer's exposure control plan and how to obtain a copy of the written plan; 1910.1030(g)(2)(vii)(D)
4. Recognize tasks and activities that may involve exposure to blood and other potentially infectious materials; 1910.1030(g)(2)(vii)(E)
5. Explain the use and limitations of methods that will prevent or reduce exposure to blood and other potentially infectious materials, including engineering controls, work practices, and personal protective equipment; 1910.1030(g)(2)(vii)(F)
6. Describe the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment; 1910.1030(g)(2)(vii)(G)
7. Explain how to select personal protective equipment; 1910.1030(g)(2)(vii)(H)

8. Describe the efficacy, safety, and method of administration of the hepatitis B vaccine, and recognize the benefits of being vaccinated free of charge; 1910.1030(g)(2)(vii)(I)
9. Recognize the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; 1910.1030(g)(2)(vii)(J)
10. Explain 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)(K)
11. Describe the required post-exposure evaluation and follow-up after an exposure incident; 1910.1030(g)(2)(vii)(L)
12. Describe the required signs and labels and/or color coding; 1910.1030(g)(2)(vii)(M)
13. Recognize an opportunity for interactive questions and answers with the knowledgeable person conducting the workplace training session; 1910.1030(g)(2)(vii)(N); 1910.1030(g)(2)(viii)

**Note:** the applicable BBP standard reference number is in parentheses next to each objective.

### Skill Objectives

There are no required skill objectives for this training program.



# Instructor Information

## Bloodborne Pathogens in the Workplace

### Program Overview

MEDIC First Aid *Bloodborne Pathogens in the Workplace* is a detailed training program in managing exposure to potentially infectious materials in occupational settings.

This workplace-integrated bloodborne pathogen training program has been designed for those with an occupational requirement to be trained to safely handle potentially infectious material and who may be expected to complete work-related tasks that expose them to bloodborne pathogens. The *Bloodborne Pathogens* training program provides the information every employee with an identified risk of occupational exposure needs to know to avoid accidental exposure to blood and other potentially infectious materials and to manage an accidental exposure if one occurs.

### Flexibility

The course is Instructor dependent and video based with supporting print material. This stand-alone training program is intended to help meet Occupational Safety and Health Administration (OSHA) training regulations in regard to bloodborne pathogens. It makes an ideal supplement to a CPR and first aid training program.

It can be customized to meet the teaching styles of the Instructor, the learning needs of the student, and the regulatory needs of an employer.

In the United States, Canada, and most other industrialized countries, workplace safety regulations and occupational licensing requirements may call for specific training content to be covered. Instructors must be familiar with the regulations and licensing requirements of the students they offer training and certifications to.

The MEDIC First Aid *Bloodborne Pathogens* training program has listed core learning objectives that must be covered in order to issue certification cards. Instructors bear the responsibility of ensuring that each student meets the learning objectives for successful completion.

To meet additional training requirements, the program materials also include supplemental topics and content that can be included to varying degrees at the discretion of the Instructor. Supplemental content is intended for reference, further reading, continuing education, or adapting the class to the specific needs of an employer or student.

### Program Segments and Practices

The MEDIC First Aid *Bloodborne Pathogens* training program uses varied ways of exposing the student to the information to help create better knowledge retention. As a result, students develop more confidence in their ability to manage occupational exposure to bloodborne pathogens. Each segment in the MEDIC First Aid *Bloodborne Pathogens* program uses a combination of video and print to present information to a student. Segments build on each other, reinforcing the core information. The required video uses short, scenario-based video pieces to relay essential cognitive information and to give students real-life demonstrations of skill technique and application.

The following table provides an overview of the required segments and practices found within the MEDIC First Aid *Bloodborne Pathogens* training program. Optional practices are noted.

<b>Segments</b>	<b>Demonstration and Practice</b>
<b><i>Bloodborne Pathogens in the Workplace</i></b>	
How Infection Occurs	
Specific Bloodborne Pathogens	
Transmitting Bloodborne Pathogens	
Your Employer's Exposure Control Plan	
Recognizing the Potential for Exposure	
Methods to Control the Risk of Exposure	
Using Personal Protective Equipment	Removing Contaminated Gloves (optional); may also include use of site-specific PPE
Hepatitis B Immunization	
If an Exposure Occurs	
Housekeeping	
Communicating a Hazard in the Workplace	

# Instructor Information

## Bloodborne Pathogens in the Workplace

### Initial Training

Students are required to meet the knowledge objectives listed in this program to receive an initial certification card. These core learning objectives represent the minimum content a student needs to help reduce or eliminate the occupational risk of exposure to bloodborne pathogens or other potentially infectious materials.

### Recommended Time to Complete

There are many factors affecting classroom time, including the varying nature of learning, the number of students, the amount and quality of previous training, the amount of equipment available, and the experience level of the Instructor. Because of these factors, a time range is recommended instead of a fixed number of hours.

- Bloodborne Pathogens in the Workplace, 1–2 hours

### Skills Practice

While there are no specific skill requirements associated with this program, instructors can provide optional practice in the use of personal protective equipment unique to a particular workplace or facility. If practicing the use of barriers, Instructors should take necessary steps to be aware of students with latex allergies and provide suitable, non-latex barrier products for their use in class.

### Renewal

Renewal training is accomplished by repeating an initial training class.

### Online Blended Training

Blended training combines the convenience of online learning with an opportunity for interactive questions and answers with the person conducting the training in order to meet the knowledge objectives.

The online learning platform used for MEDIC First Aid blended training classes is MEDIC University. This specially designed, web-based learning system allows for a variety of sensory interactions to provide users with a low-stress, easy-to-use, and convenient way to learn cognitive information.

It is important to note that students must successfully complete both the online and interactive portions of blended training. Completion of the online portion alone will not result in certification.

The entire administrative process for blended training is done through Training Center Manager. A Training Center

purchases blended training credits, which include a student seat in an online class and a Student Guide.

Training Centers schedule classes and add students. Students are notified by email of enrollment in the online class. Student progress can be monitored online.

To successfully complete the online class, students complete all of the lessons. Check marks will indicate which lessons have been completed. When all of the lessons are finished, the student will have the capability of printing a completion certificate for the class. If a class exam is included in the class, a student will have to achieve a passing score in order to complete the online class.

The opportunity for interactive questions and answers is achieved either face-to-face in a classroom setting, or via online video conferencing. Sessions can be conducted for groups or for individuals. For more information:

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=INTERPRETATIONS&p\\_id=25992](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=25992)

## Program Materials

### *Instructor Guide*

The MEDIC First Aid *Bloodborne Pathogens Instructor Guide* provides organized instructional guidance on how to conduct a bloodborne pathogens training class. It is integrated with the Student Guide and Program Video.

Information regarding the details of the training program and how to prepare for a class are provided in the front of the guide. The majority of the guide follows a topic-by-topic approach to training that provides required Instructor activities. Instructions on completing the required class administration are also included.

### *Student Guide*

The MEDIC First Aid *Bloodborne Pathogens Student Guide* provides the content a student needs to meet the core learning objectives.

Each student must have access to a printed or digital copy of the Student Guide during class. It is also required to give each student a personal printed copy to take home or access to a digital version they can download online.

During the program, students will use the Student Guide to reinforce cognitive information learned in the class.

### *Program Video*

The MEDIC First Aid *Bloodborne Pathogens Program Video* is a scenario-based presentation that provides a visual learning tool to accomplish the learning objectives. It is available on DVD and is also streamed online as a component of the online blended class.

Using the DVD, Instructors can play the entire video or select individual topics as desired.

# Instructor Information

## Bloodborne Pathogens in the Workplace

### ***Class Roster/Student Record***

The Class Roster/Student Record is the primary paperwork for documenting the completion of a MEDIC First Aid *Bloodborne Pathogens in the Workplace* training class. It can be found online in the document section of Training Center Manager or your Instructor Portal.

A Class Roster is required for every training class. Completely and accurately fill out the class information. Have students legibly fill out personal information.

If a Written Exam is used, document each student's successful completion on the Class Roster/Student Record.

When finished with a training class, sign and return the completed Class Roster/Student Record to the Training Center responsible for the class.

### ***Written Exams***

Written evaluation is required when specified by organizational, local, or state requirement. Written Exams for this class can be found online in the document section of Training Center Manager or your Instructor Portal.

Successful completion of a Written Exam requires a correct score of 70% or better. Document the successful completion of the written exam (when used) on the Class Roster/Student Record. When conducting written evaluation, take precautions to prevent cheating and allow adequate time to complete the exam.

### ***Rate Your Program Class Evaluation***

Encouraging students to provide feedback and then using that feedback to improve instruction is an essential aspect of any quality educational effort. All students are required to fill out the Rate Your Program class evaluation in order to get a certification card.

Tear-out Rate Your Program class evaluations are found in the back of each Student Guide. They can also be found online in the document section of Training Center Manager or your Instructor Portal.

The evaluation allows students the opportunity to comment on the program materials and on the Instructor's presentation style and effectiveness.

Collect and return the completed Rate Your Program class evaluations to the Training Center responsible for the class.

## Class Requirements

The following general requirements are necessary to help ensure all students and Instructors experience a safe, enjoyable, and satisfying MEDIC First Aid *Bloodborne Pathogens* training class.

### ***Administration***

- Instructors must teach in accordance with the most recent administrative policies and procedures as described in the Training Center Administrative Manual (TCAM).
- An Instructor must be authorized to teach the MEDIC First Aid *Bloodborne Pathogens in the Workplace* training program in order to issue certification cards.
- There are no minimum age requirements for participation in a MEDIC First Aid *Bloodborne Pathogens in the Workplace* class.
- The maximum allowed ratio is 24 students to 1 Instructor.
- Instructors must provide access to the most current MEDIC First Aid training materials to students for use during and after the course.
- As part of an initial training class, Instructors must show all required Program Video segments as outlined in this MEDIC First Aid *Bloodborne Pathogens in the Workplace Instructor Guide*. The online blended training class may be used as an alternative approach as long as an interactive questions and answers session is offered to students as required by OSHA.
- An Instructor must verify that each student has met the required knowledge objectives before issuing a certification card. The Instructor must include their registry number on the card to validate it.
- Each student must fill out and return to the Instructor the Rate Your Program class evaluation. Completed evaluations must be returned to the Training Center responsible for the class.
- Instructors must complete a Class Roster/Student Record and return it to the Training Center responsible for the class.



# Instructor Information

## Bloodborne Pathogens in the Workplace

### Equipment

- Required Equipment
  - Visual presentation equipment (television, monitor, projector)

### Materials

- Required Instructional Materials
  - MEDIC First Aid *Bloodborne Pathogens Instructor Guide* (printed or digital)
  - MEDIC First Aid *Bloodborne Pathogens* Program Video
  - MEDIC First Aid *Bloodborne Pathogens* Class Roster/Student Record
- Optional Instructional Materials
  - MEDIC First Aid *Bloodborne Pathogens* Written Exam
- Required Student Materials (for each student)
  - MEDIC First Aid *Bloodborne Pathogens Student Guide*
  - MEDIC First Aid *Bloodborne Pathogens* Certification Card
- Optional Student Materials
  - Pair of disposable barrier gloves

### Classroom

- Classes need to be conducted in a safe and comfortable environment conducive to learning.
- Comfortable seating is important and a table or work area is quite useful.
- A monitor stand can help ensure the monitor is easily visible to all students.
- An erasable white board, blackboard, or easel and paper can be very helpful.

### Classroom Safety

- All Instructors must ensure a physically safe learning environment for their students.
- Make sure there are no obvious hazards in the classroom, such as extension cords that can be tripped over.
- In addition, Instructors should be aware of the location of the nearest phone, first aid kit, AED, fire alarm pull station, and fire extinguisher.
- Instructors should have an emergency response plan in case of serious injury or illness, including evacuation routes from the classroom.
- Students should be discouraged from smoking, eating, or engaging in disruptive or inappropriate behavior.

## OSHA Guidelines Regarding Training

### Meeting Regulation

In the Bloodborne Standard, OSHA specifies the minimum training elements to be covered when training to meet regulation (29 CFR 1910.1030 (g)(2)(vii)). All of these elements are contained in the MEDIC First Aid *Bloodborne Pathogens* training program to encourage its use as a supplemental training program to ongoing CPR and first aid training, the *Bloodborne Pathogens in the Workplace* training program provides a certification card that can be issued for up to 12 months. To meet OSHA regulations, annual training is required for employees whose job tasks create an occupational exposure to blood or other potentially infectious materials. It is important to understand that this MEDIC First Aid *Bloodborne Pathogens in the Workplace* training program is only a part of a comprehensive site-specific training plan that is required to meet OSHA training regulation. Instructor activities are included to allow Instructors to cover site-specific details as outlined in an organization's exposure control plan. Space is provided on Student Guide pages to write notes on site-specific information. Part of the regulation specifies that students need an opportunity for interactive questions and answers with the person conducting the training. Discussion opportunities are included in each segment of the program. When used to meet regulation, the program needs to be conducted according to the OSHA Bloodborne Standard and the class requirements found on page 2 of this MEDIC First Aid *Bloodborne Pathogens in the Workplace Instructor Guide*. When the program does not need to meet regulation, the use of the training materials is at the discretion of the Instructor.

### Instructor Background

In November of 1999, the Occupational Safety and Health Administration (OSHA) released a directive entitled CPL 2-2.44D Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens. This directive includes information on the background of individuals who wish to provide bloodborne pathogens training. The following is an excerpt from the directive:

“The person conducting the training is required to 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.

# Instructor Information

## Bloodborne Pathogens in the Workplace

In addition to demonstrating expertise in the area of the occupational hazard of bloodborne pathogens, the trainer must be familiar with the manner in which the elements in the training program relate to the particular workplace. The Compliance Officer should verify the competency of the trainer based on the completion of specialized courses, degree programs, or work experience, if he/she determines that deficiencies exist in training.

Possible trainers include a variety of healthcare professionals such as infection control practitioners, nurse practitioners, registered nurses, occupational health professionals, physician's assistants, and emergency medical technicians. Non-healthcare professionals such as, but not limited to, industrial hygienists, epidemiologists, or professional trainers, may conduct the training, provided they are knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace. One way, but not the only way, knowledge can be demonstrated is the fact that the person received specialized training. In some workplaces, such as dental or physicians' offices, the individual employer may conduct the training, provided he or she is familiar with bloodborne pathogen exposure control and the subject matter required by paragraphs (g)(2)(ix)(A) through (N). (Of the OSHA Bloodborne Standard 29 CFR 1910.1030)."

# Bloodborne Pathogens in the Workplace

## Introduction

### Overview

OSHA has determined that some employees face a significant health risk as a result of occupational exposure to blood or other potentially infectious material. Recognition of the risk of exposure to disease through contact with human blood and other potentially infectious material is of vital importance to individuals who engage in occupational activities that require such contact.

### Instructor Activity

- **Video** (*segment duration 2:17*)
  - Introduce and show video segment.
  - Ask for and briefly answer any questions.
- **Student Guide**
  - To review “**Bloodborne Pathogens in the Workplace**” refer to pages 2–3 of the *Student Guide*.

## *Emphasize Key Points as needed*

### Key Points

1. The Occupational Safety and Health Administration (OSHA) has recognized that some employees face a significant health risk as a result of occupational exposure to blood or other potentially infectious materials (OPIM).
2. In 1991, OSHA issued the Bloodborne Pathogens Standard, 29 CFR 1910.1030, which applies to all employees who can reasonably come into contact with human blood and other potentially infectious material in the course of their job activities.
3. The purpose of the standard is to protect employees by minimizing or eliminating occupational exposure to disease-carrying microorganisms or “pathogens” that can be found in human blood and other body fluids.
4. The primary bloodborne pathogens are:
  - Hepatitis B Virus (HBV)
  - Hepatitis C Virus (HCV)
  - Human Immunodeficiency Virus (HIV)
5. Other commonly recognized pathogens transmitted by body fluids include:
  - West Nile virus
  - Syphilis
  - Tuberculosis
  - Influenza
6. Exposure control strategies presented in this training program apply to all bloodborne diseases.
7. Annual training is required for all employees with occupational exposure.
8. This program will focus on understanding the risk of exposure to potentially infectious body fluids, and on preventative actions for reducing or eliminating this risk when performing occupational activities that require contact with potentially infectious body fluids.
9. The Instructor’s role is to be a positive coach, helper, encourager, and resource, thus creating a relaxed, low-stress atmosphere and a comfortable, enjoyable learning experience.

### Supplemental Key Points

1. An estimated 385,000 needlestick injuries occur annually in hospital settings. Nurses are the most frequently injured, but laboratory staff, physicians, housekeepers, and other healthcare workers are also injured.
2. In response to concern over these exposures, Congress passed the Needlestick Safety and Prevention Act, directing OSHA to revise the Bloodborne Pathogens Standard. This revision became effective in April 2001.
3. The revised standard states that “safer medical devices, such as sharps with engineered sharps injury protections and needleless systems must be used where feasible.”
4. Since the act was implemented, there has been a 31.6% decrease in sharps injuries in non-surgical settings. For more information, OSHA has developed an excellent website dedicated to safety and prevention of needlesticks and sharps injuries. See the Hospital eTool (HealthCare Wide Hazards Module) at <http://www.osha.gov>.

## Bloodborne Pathogens in the Workplace



**T**he Occupational Safety and Health Administration (OSHA) has recognized that some employees face a significant health risk as a result of occupational exposure to blood or other potentially infectious material.

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The purpose of the standard is to protect employees by minimizing or eliminating occupational exposure to disease-carrying microorganisms or “pathogens” that can be found in human blood and other body fluids.

The primary bloodborne pathogens are:

- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)
- Human Immunodeficiency Virus (HIV)

Other commonly recognized serious diseases include:

- West Nile Virus
- Syphilis
- Tuberculosis
- Influenza

OSHA has concluded that employers can minimize or even eliminate occupational bloodborne hazards by developing and enforcing a combination of exposure control strategies that work for all bloodborne diseases.



### The Needlestick Safety and Prevention Act

An estimated 385,000 needlestick injuries occur annually in hospital settings. Nurses are the most frequently injured, but laboratory staff, physicians, housekeepers, and other healthcare workers are also injured.

In response to concern over these exposures, Congress passed the Needlestick Safety and Prevention Act, directing OSHA to revise the Bloodborne Pathogens Standard. This revision became effective in April 2001.

The revised standard states that “safer medical devices, such as sharps with engineered sharps injury protections and needleless systems, must be used where feasible.” Safer needles have built-in safety control devices, such as those that use a self-sheathing needle, to help prevent injuries before, during, and after use through safer design features.

Since the act was implemented, there has been a 31.6% decrease in sharps injuries in non-surgical settings. For more information, OSHA has developed an excellent website dedicated to safety and prevention of needlesticks and sharps injuries. See the Hospital eTool (HealthCare Wide Hazards Module) at <http://www.osha.gov>. (Last accessed October, 2011)





**MEDIC FIRST AID International, Inc.**

1450 Westec Drive  
Eugene, OR 97402

800-447-3177 ■ 541-344-7099 ■ 541-344-7429 fax  
[hsi.com/medicfirstaid](http://hsi.com/medicfirstaid)

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