

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety and Health Administration
Consultation Education and Training Division

"SAMPLE"
BLOODBORNE INFECTIOUS DISEASES EXPOSURE CONTROL PLAN
FOR
EMPLOYERS WITH LIMITED EMPLOYEE EXPOSURE



Note: This document is intended as a compliance guide for MIOSHA Occupational Health rule 325.70001-70018, Bloodborne Infectious Diseases. This guide does not substitute for a full reading of the standard. This document is provided as an informational service under the authority of Public Act 154 of 1974. Its purpose is to aid in the development of written programs related to bloodborne infectious diseases. This program is designed to be adapted to each individual employer's need; forms should be shortened, expanded, or duplicated as needed.

This sample plan is provided as a guide to assist employers who have a nurse or a small first aid team and perform occasional limited medical procedures resulting in limited exposures to blood or other potentially infectious material and associated waste products. Any statement retained from this guide will be considered to be in place and verifiable.

Company Name: _____

Date of Preparation: _____

EXPOSURE DETERMINATION

The following employee job classifications at this company are Category A due to anticipated occupational exposure to blood or other potentially infectious material (OPIM),* regardless of frequency. The exposure determination is made without regard to the use of personal protective equipment:

<u>Category "A" Job Classification</u>	<u>Task</u>
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Compliance Methods

Standard precautions will be observed at this company in the provision of first aid, the removal of sharps and waste from the first aid station, and the housekeeping of any first aid area in order to prevent contact with blood or OPIM. All blood and OPIM will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls are limited to handwashing and housekeeping practices. (Also, see Needles, page 3). Where scissors are used in a medical procedure and become contaminated they are classified as a contaminated sharp and discarded in approved sharps container or decontaminated.

* Other potentially infectious materials include: A) semen, B) vaginal secretions, C) amniotic fluid, D) cerebrospinal fluid, E) peritoneal fluid, F) pleural fluid, G) pericardial fluid, H) synovial fluid, I) saliva in dental procedures, J) any body fluid that is visibly contaminated with blood, K) all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Urine, feces and vomit are not considered OPIM except in cases (J) or (K) above.

Handwashing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. MIOSHA requires that these facilities be readily accessible after incurring exposure. At this company, handwashing facilities are located: _____

Upon providing first aid or incurring exposures when handwashing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with a clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, then the hands are to be washed with soap and running water as soon as feasible.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

Needles

Are/are (choose one) not used in this company. If used, they must not be recapped unless required by a medical procedure, must not be bent or broken and must be disposed of in a labeled, closeable, leakproof, puncture-resistant container.

Work Area Restrictions

In work areas (i.e. nurse's office) where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

Personal Protective Equipment

All first aid personal protective equipment used in patient treatment, first aid or housekeeping involving blood or OPIM at this company will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, 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.

Protective clothing will be provided to first aid and housekeeping employees involved in first aid in the following manner: [list how the clothing will be provided to employees, e.g. who has responsibility for distribution, etc. and also list which procedures would require the protective clothing and the type of protection required, this could also be listed as an appendix to this program]

The following PPE is used in this company:

Personal Protective Equipment	Task
Gloves	_____
Gowns	_____
Fluid-proof aprons	_____
Laboratory coats	_____
Head and foot coverings	_____
Faceshields or mask and eye protection	_____
Mouthpieces	_____
Resuscitation bags	_____
Pocket masks	_____
Other ventilation devices	_____
Other: _____	_____

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All personal protective equipment will be removed prior to leaving the work area. If visibly contaminated, the equipment shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal. The following procedure has been developed to facilitate leaving the equipment at the work area: [list where employees are expected to place the personal protective equipment upon leaving the work area]: _____

If an employee were to have another person's blood or OPIM splash or soak their clothing, they would make arrangements to remove the contaminated clothing as soon as possible. This clothing would be laundered at the employer's expense. The clothing would be identified as contaminated and any employee, of any employer, exposed to it would be notified and protected from exposure.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available from (state location and/or person who will be responsible for distribution of gloves) _____

Disposable gloves used at this company are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping

First aid stations and areas involved in a first aid incident will be cleaned and decontaminated according to the following schedule: [list area and schedule] _____

Decontamination will be accomplished by utilizing the following materials: [List the materials

which will be utilized, such as bleach solutions or EPA registered products] If a bleach and water solution between 1:100 and 1:10 is used, it must be prepared on an as needed basis.
Note: Bleach loses its disinfectant quality when stored in water.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or OPIM materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

Regulated Waste Disposal

All bins, pails, cans, and similar receptacles for regulated waste disposal in the first aid station or any area normally involved in first aid shall be appropriately colored or labeled as containing biohazards and shall be inspected, emptied and decontaminated on a regularly scheduled basis. Note: Disposal of feminine hygiene products and bandages or Kleenex used in self-administered first aid (bloody nose, small cut) are not considered regulated waste and will be disposed of in the normal waste stream. List location of designated biohazard disposal containers and areas:

Standard Operating Procedures

Standard operating procedures (S.O.P.'s) provide guidance and information on the anticipated first aid tasks assigned to our employees. They will be based on the form found in Appendix A and will be utilized in employee training.

Contingency Plans

Where circumstances can be foreseen in which recommended standard operating procedures could not be followed, the employer shall prepare contingency plans for employee protection, incident investigation and medical follow-up. See Appendix A.

Hepatitis B Vaccine

***HBV Vaccination Option for Employers with employees trained to render first aid Category A employees:**

According to OSHA and MIOSHA policies, an employer may elect to postpone offering and administering the HBV vaccine series to Category A designated first aid trained employees if the following conditions exist:

- The primary job assignment of the first aid provider is not the rendering of first aid.
- Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.
- Full training and personal protective equipment shall be provided to these employees.
- Provision for a reporting procedure that ensures that all first aid incidents involving the presence of blood or OPIM will be reported to the employer before the end of the work shift during which the first aid incident occurred. The report must include the names of all first aid providers who rendered assistance, regardless of whether personal protective equipment was used and must describe the first aid incident, including the time and date. The description must include a determination of whether or not, in addition to the presence of blood or OPIM, an exposure incident, as defined in the standard.

- Provision for the full HBV vaccination series is to be made available as soon as possible, but no later than 24 hours following an event, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or OPIM regardless of whether or not a specific "exposure incident," as defined by the standard, has occurred.
- In the event of a bonafide exposure incident, the portion of the standard relating to post-exposure evaluation and follow-up would apply.

These conditions exist at _____.

We elect to *[select one]*:

1. Postpone offering the HBV vaccine series to our designated first aid responder employees until a blood incident occurs.
2. Proactively, offer the HBV vaccine series to our designated first air responder employees, prior to a blood incident occurring.

***Note:** The above HBV vaccine exception does not apply to designated first aid providers who render assistance on a regular basis, for example, at a first aid station, clinic, dispensary or other location where injured employees routinely go for assistance; nor does it apply to any healthcare, emergency, or public safety personnel who are expected to render first aid in the course of their work. These employees must be offered the vaccine prior to exposure

Post-Exposure Evaluation and Follow-Up

When an employee experiences an exposure incident, it must be reported to [list who has responsibility to maintain records of exposure incidents]: _____

All employees who experience an exposure incident will be offered post-exposure evaluation and follow-up by a licensed physician in accordance with Centers for Disease Control and Prevention guidelines as specified in MIOSHA standard.

This follow-up will include the following:

- documentation of the route of exposure and the circumstances related the incident.
- if possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

Employers may need to modify this provision in accordance with applicable local laws on this subject. Modifications should be listed here:

- The employee will be offered the option of having their own blood collected for testing of their HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service in consultation with a licensed healthcare professional.
- The employee will be given appropriate, confidential counseling concerning precautions to take during the period after the exposure incident. Counseling on risk reduction and the risks and benefits of HIV testing.. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.
- The following person(s) has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy:

Interaction with Health Care Professionals

An employer shall ensure that the health care professional who is responsible for the hepatitis B vaccination is provided with a copy of these rules and appendices. A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:

- 1) When the employee is sent to obtain the Hepatitis B vaccine.
- 2) Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their written opinions to:

- 1) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
- 2) A statement that the employee has been informed of the results of the evaluation, and;
- 3) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note: The written opinion to the employer is not to reference any personal medical information.)

Training

Training for all Category A employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include the following an explanation of:

- The MIOSHA standard for Bloodborne Infectious Disease
- Epidemiology and symptomatology of bloodborne diseases
- Modes of transmission of bloodborne pathogens
- This Exposure Control Plan, (i.e. points of the plan, lines of responsibility, how the plan will be implemented, access to the plan, etc.)
- Procedures which might cause exposure to blood or other potentially infectious materials at this facility.
- Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials.
- Personal protective equipment available at this facility and who should be contacted concerning its use.
- Post Exposure evaluation and follow-up

- Signs and labels used at the facility
- Hepatitis B vaccine program at the facility

Training sessions shall afford employees ample opportunity for discussion and the answering of questions by a knowledgeable trainer.

Employers should list here if training will be conducted using videotapes, written material, etc. Also the employer should indicate who is responsible for conducting the training:

All Category A employees will receive annual refresher training. Note: This training is to be conducted within one year of the employee's previous training.

Recordkeeping

This company shall establish and maintain a record for each employee with occupational exposure to include:

- Name
- Social Security Number
- Hepatitis B vaccine from status
- A copy of all results of examinations, medical testing, and follow-up procedures required as part of vaccinations and postexposure follow-up.- Employer shall ensure record confidentiality
- Kept for duration of employment plus 30 years

Training Records:

- Date(s)
- Summary of Contents
- Names and qualifications of trainers
- Names and job titles of all trainees
- Maintain records for three (3) years

Records for this company shall be kept by _____

Annual reviews: Date: _____ Performed by: _____

Date: _____ Performed by: _____

Date: _____ Performed by: _____

APPENDIX A
**STANDARD OPERATING PROCEDURE
FOR BLOODBORNE INFECTIOUS DISEASE CONTROL MEASURES**

Task/Procedure:

Exposure Potential:

Personal Protective Equipment:

Use:

Maintenance/Disinfection:

Disposal:

Engineering Controls:

Work Practice Controls:

Management of Exposure Incidents:

Contingency Plan (if this SOP cannot be followed):

**APPENDIX A - EXAMPLE
STANDARD OPERATING PROCEDURE (SOP)
FOR BLOODBORNE INFECTIOUS DISEASE CONTROL MEASURES**

Task/Procedure: Decontamination of work surfaces/spill cleanup. Application of ointments/medications. Routine cleaning of any non-intact skin (e.g. cuts).

Exposure Potential: Non-intact skin exposure to blood or general exposure

Personal Protective Equipment: Disposable exam gloves.

Use: Don personal protective equipment (PPE) before performing task or procedure

Maintenance/Disinfection: Do not disinfect and reuse disposable gloves.

Disposal:

- Discard PPE in standard trash can unless saturated/dripping with blood or OPIM which requires biohazard waste disposal (red bag waste).

Engineering Controls: Safety-tipped scissors and sinks for hand-washing.

Work Practice Controls:

- Wear PPE as noted above.
- Post-procedures where blood or OPIM exposure is likely/occurred: Decontaminate surfaces using approved EPA registered disinfectant or bleach wipes. Also, disinfection of surfaces may be conducted at the end of a workday.
- Dispose of bleach wipes used on surfaces in the regular trash unless saturated with blood or OPIM
- Hands must be washed/sanitized after removal of gloves or other PPE

General work practice controls:

- Eating drinking, smoking, applying cosmetics are prohibited in work areas where there is reasonable likelihood of occupational exposure
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or OPIM are present.

Management of Exposure Incidents: Provide immediate first aid and follow post exposure follow up procedure in exposure control plan.

Contingency Plan: If employees determine that this SOP cannot be followed, they should stop the procedure/work activity and consult with XXXXX on how to proceed (e.g. use bottled water to cleanse hands during a utility outage). XXXXX will ensure that needed equipment/supplies, etc. are provided to employees and a revised SOP is developed to address the hazards identified.

APPENDIX B

Organization and Address

HEPATITIS B

Vaccination Declination

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

Print Name: _____

Job Classification: _____

Signature

Date: _____