



## Administrative Policies and Procedures

Policy Title: Bloodborne Infectious Diseases	Policy Number: 308
Effective: 5/6/14	
Approval: <i>Steven D. Powers</i>	Page 1 of 6

### 1. Purpose

To reduce the risk of occupational exposure to bloodborne pathogens, and/or other potentially infectious materials, in compliance with federal and state regulations.

### 2. Definitions

#### Bloodborne Pathogens (BBP):

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). Other potentially infectious materials include the following human body fluids: semen, vaginal fluid, , and any body fluid that is visibly contaminated with blood.

#### Occupational Exposure:

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

#### Universal Blood & Body Fluid Precautions

An approach to infection control (according to the concept of universal precautions). All human blood and other body fluids are treated as if infectious, for HIV, HBV, and other bloodborne pathogens. These body fluids include semen, vaginal secretions, cerebrospinal 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

### 3. Policy

Under this policy, Service Units with a potential for occupational exposures are required to develop a written exposure control plan designed to minimize or eliminate occupational exposure.

This plan should contain the following:

General management and responsibilities

Exposure determination

Methods of compliance

Communication of hazards

Post-exposure evaluation/vaccination program

Annual training and review

Recordkeeping

MIOSHA, Bloodborne Pathogen statement

### 4. Procedures

#### 4.1 Exposure Control Plan

4.2 Service Units with potential for occupational exposure to bloodborne pathogens (BBP's) are to identify, in writing, tasks and procedures, as well as job classifications where such exposures may occur without regard to the use of personal protective clothing and equipment. Service Units must also set forth the schedule for implementing other provisions of this policy and specify the procedure for evaluating circumstances surrounding exposure incidents. The procedure must be accessible to employees and available for annual review. Updates are to be performed as necessary when Service Unit changes occur.

#### 4.3 Methods of Compliance

4.4 Service Units, to prevent and control exposure to blood or other potentially infectious materials, must observe several precautions and control strategies. Most importantly, employees must use universal precautions (treating ALL blood and body fluids as infectious) to prevent contact with blood, or other potentially infectious materials. Other strategies include:

- 4.5 Engineering controls (i.e., puncture resistant disposal containers for contaminated sharp instruments, resuscitation bags, and ventilation devices.)
- 4.6 Work practice controls (i.e., hand washing, immediately after removing gloves; restricting eating and drinking; applying cosmetics or lip balm; handling contact lenses; prohibiting mouth pipetting; preventing the storage of food or drink in refrigerators, or other locations where blood, or other BBP's, are kept; decontaminating equipment, or labeling it as contaminated, before shipping to disposal facilities; no recapping, shearing, or breaking of contaminated needles).
- 4.7 Personal protective equipment designed to prevent blood, or other BBP's, from passing through worker's clothing, skin, or mucous membranes. Such equipment includes, but is not limited to, gloves, gowns, laboratory coats, face shields, masks, and/or eye protection.
- 4.8 Housekeeping procedures to decrease the opportunity for exposure to blood and/or other BBP's. These include a schedule for cleaning and decontaminating all contaminated equipment, surfaces, and waste receptacles; handling and discarding broken glass, and contaminated sharps; regulated wastes; and handling and labeling contaminated laundry.
- 4.9 Strict labeling procedures are required in order that workers recognize contaminated or potentially infectious material. The standard requires that fluorescent orange, or orange-red, warning labels be attached to containers of regulated waste; to refrigerators and freezers containing blood and other BBP's; and to other containers used to store, transport, or ship blood, or other BBP's. These labels are not required when red bags are used. Biohazardous waste, that has been decontaminated, must be re-labeled as decontaminated. Signs must be used to identify restricted areas, where the potential for occupational exposure exists.
- 4.10 Hepatitis B Vaccination
- 4.11 The City of Ann Arbor will provide the Hepatitis B vaccine at no cost to the employee. This vaccination is available to all employees identified with the potential for occupational exposure to BBP's, within ten working days of their assignment. Subsequent doses are to be administered according to current CDC recommendations.
- 4.12 Employees who refuse the vaccination, must sign a declination form. They may, however, opt at a later date to receive the vaccination. Booster doses will be made available through this plan if warranted.
- 4.13 Other employees who are not routinely exposed to BBP's, such as custodians and non-emergency first aid responders, will be provided with medical evaluations and treatment, if warranted, after investigation, and within ten days of a BBP exposure incident.

4.14 Post Exposure Evaluation and Follow-up

4.15 If a BBP exposure occurs, the employee must notify his/her Supervisor and complete the appropriate report form designated by their Service Unit. The City of Ann Arbor will arrange for medical evaluation and treatment, as needed, through a medical provider. The evaluation includes: confidential medical evaluation documenting the circumstances of exposure; identifying and testing the source individual, if feasible (at Service Unit expense); testing the exposed employee's blood, if he/she consents; post exposure prophylaxis; or counseling and evaluation of reported illnesses.

4.16 The medical provider must be supplied information, by the Service Unit, to facilitate the evaluation. This information will consist of:

A copy of the MIOSHA Bloodborne pathogen regulation;

A description of the exposed employee's duties as they relate to the exposure incident; documentation of the route(s) and circumstances under which exposure occurred;

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

Vaccination status and/or any other medical records relevant to appropriate treatment.

4.17 After medical evaluation of the incident and possible treatment, the medical provider will supply a written opinion to the employee within 15 days of the completion of the evaluation. This shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. The written opinion for post-exposure evaluation and follow-up shall be limited to informing the employee of the results of the evaluation and any further treatment or evaluation that is recommended. All diagnosis will remain confidential unless the employee files a Worker's Compensation claim.

4.18 The City of Ann Arbor will pay for the costs associated with the employee exposure.

4.19 Biohazard Waste Management

4.20 Service Units must use universal precautions (treating all body fluids/materials as if infectious), which emphasizes engineering and work practice controls. These precautions should stress hand washing. They should assure that employees use provided facilities to do so after exposure to BBP's. Procedures should be developed to:

Minimize needle sticks.

Minimize splashing and spraying of blood.

Assure appropriate packaging of specimens and biohazardous wastes.

Decontaminate equipment, or label it as contaminated, before shipping to disposal facilities.

4.21 Service Units must provide, and require use of, personal protective equipment, at no cost to the employee; such as gloves, gowns, masks, mouthpieces, and resuscitation bags; and must clean, repair, and replace these when necessary.

4.22 Affected Service Units must develop a written procedure to include:

Equipment cleaning schedules.

Methods of decontamination to be used following contact with BBP's.

Methods for disposing of contaminated sharps.

Standards for containers, and labels; for contaminated items and other wastes.

Provisions for handling contaminated laundry; to minimize exposures.

4.23 Information And Training

4.24 Each affected Service Unit working with the Safety Unit will provide training for all employees with potential exposure to bloodborne pathogens and/or other infectious materials. This training should be coordinated through the Safety Unit.

4.25 Individual Service Units working with the Safety Unit must also provide the appropriate refresher training and information to employees annually thereafter. In addition, employees must be retrained if conditions change. Information and training must include:

An explanation of, and accessibility to, the applicable regulations.

A general discussion on bloodborne diseases and their transmission.

An explanation of the Service Unit's and/or the city's written exposure control plan.

Provisions that have been made for engineering and work practice controls.

Use of personal protective equipment, and personal hygiene practices.

Availability of Hepatitis B vaccination, post exposure, and follow- up programs.

Methods to respond to BBP emergencies and incidents.

- 4.26 During training, there must be opportunities for questions and answers and the trainer must be knowledgeable in the subject matter. Laboratory workers who routinely work with BBP's must receive additional specialized training. All training should be coordinated and scheduled through the Safety Unit.
- 4.27 Recordkeeping
- 4.28 The Human Resource and Labor Relations Service Unit will maintain the employee's confidential medical records related to occupational exposure for the duration of their employment plus thirty years. Service Units are responsible for notifying Human Resource when an employee is terminated. These medical records will be made available to the employee, and the Michigan Department of Labor upon request. Written and signed employee releases, or court orders, are required for all other access. These records will include information as prescribed under federal and state laws.
- 4.29 The Safety Unit will maintain training records for at least three years. The training records will contain:
- Dates of training
  - Contents of training program
  - Trainer's name and qualifications
  - Names and job titles of attendees.