



Division of Safety and Hygiene

**SAMPLE WRITTEN PROGRAM  
FOR BLOODBORNE-PATHOGENS EXPOSURE CONTROL**

**PURPOSE**

XYZ Company has established this written exposure-control plan, in accordance with OSHA standard 29 CFR 1910.1030, for all employees who handle, store, use, process or dispose of potentially infected blood and blood products. This program includes requirements for personal protective equipment, engineering controls, housekeeping procedures, training, exposure reporting and recordkeeping.

**RESPONSIBILITIES**

The company (nurse, physician, health & safety director) will manage the bloodborne pathogens exposure-control program, and maintain all records pertaining to it. XYZ Company management will ensure proper adherence to the program through periodic audits. The exposure-control plan will be reviewed and updated at least annually. The review process will include soliciting input from non-managerial employees.

**DEFINITIONS**

**Biological Hazard:** Any viable infectious agent that presents a potential risk to human health.

**Bloodborne pathogens:** Microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and hepatitis B (HBV), which are spread through contact with infected blood or blood products.

**Medical Wastes/Infectious Wastes:** Blood, blood products, bodily fluids, any waste from human and animal tissues; tissue and cell cultures; human or animal body parts removed by means of surgery or autopsy.

**Universal Precautions:** Preventing exposure to bloodborne pathogens by assuming all blood and bodily fluids to be potentially infectious, and taking appropriate protective measures.

## **TRAINING**

XYZ Company will provide training on bloodborne pathogens exposure, by a qualified medical professional, to any employee whose assigned job duties include first aid, HAZMAT response or custodial work (such as cleaning restrooms).

All employees in affected jobs will receive training upon hiring, and yearly thereafter. The training will include:

- Company policy;
- Types and transmission of bloodborne pathogens;
- General safety rules;
- Universal precautions;
- Use of personal protective equipment (PPE);
- Medical waste disposal procedures;
- Post-exposure treatment and procedures;
- HBV vaccinations.

## **GENERAL WORK PROCEDURES**

XYZ Company personnel must follow these procedures for controlling exposure to bloodborne pathogens:

- Supervisors must ensure that their employees are trained in proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.
- Engineering controls will be examined and maintained on a regular schedule to ensure their effectiveness.
- The company will provide resuscitation equipment and other ventilation equipment to eliminate the need for direct mouth-to-mouth contact for employees whose jobs would require them to perform resuscitation.
- Do not eat, drink, smoke, handle contact lenses or apply cosmetics in areas where exposure to bloodborne pathogens is possible. Do not store food and drinks in refrigerators or cabinets where blood and other potentially infectious materials are stored.
- Wear disposable latex or vinyl gloves if:

1. you have cuts, abrasions, chapped hands, dermatitis or similar conditions;
  2. you are examining a patient with an open skin wound and active bleeding;
  3. you are handling blood, blood products or body secretions.
- Wear gowns, aprons or lab coats whenever there is a possibility that bodily fluids could splash on an employee.
  - Perform procedures involving blood and other potentially infectious materials in such a manner that will minimize splashing or spraying.
  - Wear protective clothing if entering a laboratory or work area where potentially infectious materials are handled.
  - Wash your hands as soon as possible after handling potentially infectious materials, and after removing protective clothing and equipment.
  - Remove all protective equipment when leaving the work area and, if the equipment is contaminated, place it in a proper storage container for washing, decontamination or disposal.
  - Remove contaminated clothing before entering other areas of the building or leaving the building.

## **MEDICAL WASTES**

Separate all medical/infectious waste from other waste at the point of origin, and place (except for sharp objects) in double, disposable red bags with “Biohazard” and “Infectious Waste” labels.

Place all ‘sharps,’ such as needles, scalpels, razor blades or broken glass, in puncture-proof, leak-proof, labeled or color-coded containers for proper disposal.

Place all infectious waste in leakproof bins or barrels marked “Biohazard” and “Infectious Waste.” These will be collected by a licensed infectious-waste removal company.

Disinfect contaminated reusable equipment before washing for re-use. Decontaminate reusable glassware in a 1-to-9-bleach solution before rinsing and acid washing; then sterilize the glassware in an autoclave.

Decontaminate floors and other surfaces with a 1:9 bleach solution as well.

## **ENGINEERING CONTROLS**

Changes in technology that eliminate or reduce exposure to bloodborne pathogens will be incorporated when identified. Consideration and implementation of appropriate, commercially-available, effective and safer medical devices are documented annually.

## **HEPATITIS B (HBV) VACCINATIONS**

XYZ Company will provide, at its own expense, hepatitis B vaccinations to employees covered under this program and who choose to be vaccinated. The company will document that it offered the vaccine, as well as the employees' decision to accept or decline and the date of vaccination.

## **REPORTING**

Any employee who has suffered a cut, needle stick or mucous membrane exposure to another person's bodily fluids, or who has been exposed to human blood and blood products, must report the incident immediately to the company (nurse, physician, health & safety director).

An employee covered under this program, or an employee acting as a "Good Samaritan," who has been exposed on the job to HIV, HAV, HBV or HCV will be tested at the time of exposure to determine if the virus has been transmitted. The employee will be re-tested at six weeks, 12 weeks and six months after exposure. All testing will be performed at company expense.

The company will also contact the exposure source and request that that person to be tested, at company expense. The testing for this person is not mandatory, however, and refusal will not affect his or her employment.

Test results will be provided to source and exposed employees within five business days of their receipt.

Confidentiality will be maintained for both the exposed employee and the exposure source during all phases of the post-exposure program.

## **RECORDKEEPING**

The XYZ Company (nurse, physician, health & safety director) will maintain all exposure reports, training and HBV vaccination records. OSHA requires that records be kept for the duration of employment, plus 30

years, except training records which must be kept for 3 years. Hepatitis B or HIV contracted on the job will be recorded on the OSHA 300 log as an illness. Exposure to bloodborne pathogens from contact with 'sharps' will be recorded on the OSHA 300 log if a doctor prescribes treatment with gamma globulin, HBV immune globulin or HBV vaccine.

## **APPENDIX 1 – EXPOSURE DETERMINATION**

**The following job classifications and employees of XYZ Company are covered by OSHA's Bloodborne Pathogens Standard:**

## **APPENDIX 2**

### **Hepatitis B Vaccine Declination Form**

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 vaccine, at no charge to myself. However, I decline 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 at no charge to me.

Signature of employee

Print name of employee

Witness signature and position