

refresh training. All employees can review this plan at any time during their work shifts by contacting their supervisor.

Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

E. Housekeeping

- i. Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.
- ii. When sharps disposal containers are nearly full, don disposable gloves, secure lid, and place in biohazardous container.
- iii. Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded.
- iv. The workplace will be maintained in a clean and sanitary condition. To that end, an appropriate written schedule for cleaning and the method of decontamination will be implemented based upon the location, type of surface to be cleaned, type of soil present, and tasks or procedures being performed. An example is shown below.

Cleaning and Decontamination Schedule				
Frequency	Location	Method of Cleaning	Responsible Party	Work Area/Equipment
Daily	Work Areas	Wash with soap and water	Personnel	Work Areas
Weekly	Common Areas	Disinfectant	Personnel	Common Areas
Monthly	Equipment	Disinfectant	Personnel	Equipment

- v. All equipment and working surfaces will be cleaned and decontaminated after contact with blood or OPIM using an appropriate disinfectant.
- vi. Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

- v. Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- vi. After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- vii. If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

7. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Human Resources Department and/or the Director of Environmental Health and Safety ensures that the:

- A. Health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.
- B. Health care professional evaluating an employee after an exposure incident receives the following:
 - i. a description of the employee's job duties relevant to the exposure incident
 - ii. route(s) of exposure
 - iii. circumstances of exposure
 - iv. if possible, results of the source individual's blood test
 - v. relevant employee medical records, including vaccination status
- C. the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

8. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EX16(Af)-4(the)0f912 0 c73 6Bo2 reW*ñBT/F3

- i. the epidemiology, symptoms, and transmission of bloodborne pathogen diseases
- ii. A copy of the OSHA bloodborne pathogen standard
- iii. an explanation of the University ECP and how to obtain a copy
- iv. an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- v. an explanation of the use and limitations of engineering controls, work practices, and PPE
- vi. an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- vii. an explanation of the basis for PPE selection
- viii. information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- ix. information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- x. an explanation of 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
- xi. information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- xii. an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- xiii. an opportunity for interactive questions and answers with the person conducting the training session.

10. RECORDKEEPING

- A. Training materials and records are available in the Environmental Health and Safety Department, Athletics Department, and the Anderson College of Nursing and Health Professions. The training records include:
 - i. the dates of the training sessions
 - ii. the contents or a summary of the training sessions
 - iii. the names and qualifications of persons conducting the training
 - iv. the names and job titles of all persons attending the training sessions
- B. Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Environmental Health and Safety Department, Athletics Department, and the Anderson College of Nursing and Health Professions.

11. MEDICAL RECORDS

- A. Medical records are maintained for each employee with occupational exposure in accordance with 29 *CFR* 1910.1020, "Access to Employee Exposure and Medical Records."
- B. The Human Resources Department is responsible for maintenance of the required medical records. These confidential records are kept for at least the duration of employment plus 30 years.

**ATTACHMENT 1
HEPATITIS B VACCINE DECLINATION (MANDATORY)**

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 series at no charge to me.

Employee Name _____
Printed Signature

Date: _____