



BLOODBORNE PATHOGENS PROGRAM

This bloodborne pathogens prevention program applies to the prevention of workplace injuries caused by employees who may be exposed to bloodborne pathogens during the course of their employment with Tate Engineering Systems, Inc. This program specifically outlines the definitions, procedures and training requirements to be utilized by Tate Engineering Systems, Inc. employees to safeguard against exposure, while on the job, to bloodborne pathogens. It is the duty of each employee to become familiar with the contents of this program and ensure compliance with its procedures. Employees whose duties present the possibility of work-related exposure to bloodborne pathogens receive training in the contents of this program and ensure records of this training are maintained. This program applies to all employees who may be exposed to bloodborne pathogens on the job.

PURPOSE

The purpose of this program is to provide general guidelines and procedures for the prevention of injury through exposure to bloodborne pathogens and to provide guidelines for the response to exposures that do occur.

DEFINITIONS

Hepatitis B – (HBV) A highly contagious virus that infects hundreds of thousands of Americans each year. It enters the bloodstream and silently invades liver cells. In the mildest case, one may not be aware of the virus – it can be gone in six months. Some people become carriers for life infecting others while in more severe cases, the disease may lead to liver cancer and death.

Hepatitis C – (HBC) Another form of the hepatitis virus, which can cause serious human disease.

Human Immunodeficiency Virus – (HIV) also referred to as AIDS is a highly contagious virus that infects hundreds of thousands of Americans each year. HIV slowly destroys the human immunity system and will eventually lead to death by an opportunistic pathogen or disease the body can not fight off, due to a suppressed or destroyed immune system.

Ebola - Ebola virus disease (Ebola) is a rare and deadly viral illness which is reportable to the National Notifiable Disease Surveillance System (NNDSS) in all U.S. states and territories. Early recognition of Ebola is critical for infection control. Health-care providers should be alert for and evaluate any patients suspected of having Ebola. Person Under Investigation (PUI) A person who has both consistent signs or symptoms and risk factors as follows:

1. Elevated body temperature or subjective fever or symptoms, including severe headache, fatigue, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained hemorrhage; AND
2. An epidemiologic risk factor within the 21 days before the onset of symptoms.

Bloodborne Pathogen – Pathogenic organisms that are present in human blood and can cause disease in humans.

Contaminated – The presence of human blood, human blood components, and products made from human blood, or other human body fluids, unfixed tissues or organs, and HIV tissue cultures.

Contaminated Sharps – A bloodborne pathogen contaminated object that can penetrate the skin including but not limited to needles, scalpels, broken glass, exposed ends of dental wires, and broken capillary tubes.

Exposure Incident – A specific eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials from the performance of an employees' duties.

HBV Immunization – A preventative series of immunizing shots given to an employee to help prevent the contraction of Hepatitis B.

Occupational Exposure – Reasonably anticipated eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials from the performance of an employee's duties.

Personal Protective Equipment (PPE) – A series of protective devices that, when utilized properly, will help to minimize accidental exposure to BBP's. These include, but are not limited to eyeglasses with side shields or goggles, latex gloves, lab coat, and possibly a surgical mask or respirator.

Universal Precautions – A safety approach to prevent exposure to BBP. Universal precautions are a systematic approach to treating all human blood and human body fluids as if they were known to be infectious for HIV, HBV and other BBP. This includes the use of personal protective equipment (PPE) to safely handle any blood or body fluid, proper cleaning of blood or body fluid, proper labeling of any bag or container which contains BBP's, proper storage of these containers, and proper disposal of all blood and body fluid, including waste.

EXPOSURE DETERMINATION

OSHA guidelines require that each employer who has employee(s) with potential occupational exposure to bloodborne pathogens shall prepare an exposure determination. The Hepatitis B vaccine is available to all employees that have even a limited occupational exposure, at no cost to the employee(s). This exposure determination shall contain the following:

- A list of job classifications for all employees whose job classifications have occupational exposure.
- A list of job classifications in which some employees have occupational exposure.
- A list of all tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed in accordance with the provisions of this standard practice instruction.
- The schedule and method of implementation, methods of compliance, Hepatitis B vaccinations and post-exposure evaluation and follow-up, communication of hazards and record keeping required by 29 CFR 1910.1904 and 1030.
- The procedure for the evaluation of circumstances surrounding incidents.

Tate Engineering Systems, Inc. has reviewed the list of Job Classifications and determined that no classification is, as a matter of specific job duties, inherently prone to occupational exposure. However, all employees responding to First Aid emergencies may be subjected to potential occupational exposure.

Employees who have not received training in First Aid and/or Bloodborne Pathogens should not respond to such emergencies.

Tasks performed by employees responding to First Aid emergencies include;

- C.P.R.
- Treatment for wounds to skin involving tears of skin tissue.
- Removal of foreign bodies from eyes or skin tissue.
- Contaminated dressing changes.

TRAINING

The training program shall consist of the following essential elements:

- Background information
- Universal precautions
- Personal protective equipment
- Safe handling and disposal of infectious waste
- Discussion of tasks, and procedures which could result in an occupational exposure and how to prevent them
- Information on the HBV immunization program

Initial BBP training will be in conjunction with First Aid and/or CPR training prior to initial assignment with occupational exposure to BBP and annually thereafter.

COMMUNICATION OF HAZARDS

As indicated in the Exposure Determination, Tate Engineering Systems, Inc. personnel do not make use of hazardous items as part of their normal work activities. As such, system of labeling hazardous items is not required.

Employees will be instructed on how to identify hazards that may arise outside their normal duties during the Bloodborne Pathogen training they receive as part of First Aid/CPR training. At this time employees will also be instructed to follow all precautions and hazard labeling included as part of a client's Bloodborne Pathogen Control Program.

UNIVERSAL PRECAUTIONS

Personnel identified as having a potential for occupational exposure shall employ the following universal precautions:

- Use PPE when handling materials which may be contaminated
- Wash hands thoroughly after handling any material which may be infected or contaminated
- Use special resuscitation devices when performing CPR
- Sterilize and disinfectant instruments and equipment which may have been contaminated
- Dispose of any contaminated items or waste as infectious waste in approved, labeled containers or bags.

SAFE PRACTICES

- Wash hands thoroughly and often. If there is no immediate access to hand washing facilities, use antiseptic hand gels/wipes, then wash when facilities are available.

- Always use gloves when handling any object or material, which may be contaminated.
- Always remove gloves by grasping at the wrist and pulling the glove inside out as you pull it off the hand and over the fingers. This prevents your clean (ungloved) hand from coming into contact with any virus particles, which might be on the outside of the glove.
- If punctures or cuts to the glove or hand are possible (example – picking up a broken piece of glass or a needle), wear latex gloves underneath a sturdy, outer glove. Dispose of each set of gloves as infectious waste.
- Always wash your hands after handling any potentially infectious material or waste
- Avoid eating, drinking, smoking, or applying cosmetics or lip balm and handling contact lenses in areas where infectious waste is present or suspected
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present.
- Infectious materials will be disposed of by turning them over to Emergency Responders after a First Aid emergency.
- Infectious waste or materials may not be placed into normal trash containers.

PERSONAL PROTECTIVE EQUIPMENT

When there is a potential occupational exposure to employees, Tate Engineering Systems, Inc. will provide, at no cost, appropriate personal protective equipment such as but not limited to gloves, face shields, masks and eye protection.

EXPOSURE INCIDENT

Following a report of an exposure incident, the employee shall inform his or her supervisor. Tate Engineering Systems, Inc. will make available, at no cost to the employee, a confidential medical evaluation and a follow-up exam. Post-exposure prophylaxis, when medically indicated, and as recommended by the U.S. Public Health Service will be provide to the employee at no cost to the employee. All reports will be maintained in a confidential manner.

The route(s) of exposure and the circumstances under which the exposure incident occurred, as well as the source, will be documented in a confidential manner. This information will be used to identify the root cause of the exposure incident, to learn how to prevent such exposures from reoccurring.

All equipment, tools and environmental working surfaces shall be cleaned and decontaminated after contact with blood and other potentially infectious materials. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of any other potentially infectious materials.

RECORDKEEPING

The company shall establish and maintain an accurate record for each employee with occupational exposure incident in accordance with 29 CFR 1910.20. Records shall include:

- a. Employee's name and identifying number.
- b. A copy of the employee's Hepatitis B vaccination status including dates of all Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by 29 CFR 1910.1030.

- c. A copy of all results of examinations, medical testing, and follow-up procedures as required by 29 CFR 1910.1030.
- d. The employer's copy of the healthcare professional's written opinion as required by 29 CFR 1910.1030.
- e. A copy of the information provided to the healthcare professional as required by 29 CFR 1910.1030.

Retention of OSHA medical records are to be held during the length of employment, plus 30 years.

Tate Engineering Systems, Inc. shall ensure that employee medical records required by 29 CFR 1910.1030 are:

- Kept confidential.
- Are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by 29 CFR 1910.1030 or as may be required by law.

Training records shall include the following:

- The dates of the training sessions.
- The contents or a summary of the training sessions.
- The names and qualifications of persons conducting the training session.
- Training records shall be maintained for 3 years from the date on which the training occurred.

Availability of Records:

- Tate Engineering Systems, Inc. shall ensure that all records required to be maintained and a copy of the exposure control plan shall be made available upon request to the employee, employee's representative and all agencies having jurisdiction for examination and copying.
- Employee training records required by 29 CFR 1910.1030 shall be provided upon request in accordance with 29 CFR 1910.20.
- Employee medical records required by 29 CFR 1910.1030 shall be provided upon request in accordance with 29 CFR 1910.20.

Transfer of Records:

- Tate Engineering Systems, Inc. shall comply with the requirements set forth in 29 CFR 1910.20.
- If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the local OSHA Office, at least three months prior to their disposal and transmit them per their instructions, if required, within that three month period.