



Camacho Equipment & Janitorial Supply, Inc.
7776W 200N
Greenfield, IN 46140

Bloodborne Pathogens

Exposure Control Plan

This plan outlines the protective measures to eliminate or minimize employee exposure to bloodborne pathogens. Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan. Employees can review this plan at any time during their work shift. It is located with the Written Hazard Communication Plan and SDS sheets.

Explanation of Terms:

Body Substance Isolation is a method of infection control that defines all body fluids and substances as infectious. Body Substance Isolation is an acceptable alternative to Universal Precautions.

Exposure Incident refers to an event where blood or potentially infectious bodily fluid may have come in contact with non-intact skin, dermatitis, hangnails, cuts, abrasions, chafing, acne, etc.), mucus membranes (eye, nose or mouth) or entered the body through a traumatic incident such as a bite or cut with a contaminated object.

Other Potentially Infectious Materials (OPIM) refers to all human body fluids that surround the joints, lungs and heart.

Universal Precautions is infection control that protects us from exposure to infectious disease. Universal Precautions apply to blood, other body fluids containing blood, semen, and vaginal secretions. Universal Precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, saliva and vomit, unless they contain visible blood or are likely to contain blood. Universal precautions help protect getting diseases carried by blood and other body fluids. Universal Precautions require workers who might come into contact with blood and other body fluids to practice proper and frequent hand washing. The use of barriers such as gloves, gowns, aprons, masks, or protective eyewear, environmental disinfection and the proper disposal of contaminated materials are essential.

Standard Precautions are guidelines that require one to assume that anyone's blood and OPIM may carry Hepatitis viruses, HIV or other bloodborne infections. The requirements are to always have a barrier between any potentially infectious substance and your skin, eyes, inside the mouth or inside the nose. Infectious substances include blood and all body fluids, secretions and excretions, except sweat, even if there is no visible blood. The Centers for Disease Control and Prevention (CDC) recommends wearing gloves if there is contact with feces, nasal, secretions, saliva, tears, urine or vomit.

Responsibility List Bloodborne pathogens Exposure Control Plan (ECP) training must be provided to all employees who may have a reasonable likelihood of occupational exposure to blood or other potentially infectious material (OPIM) at the time they begin employment and at least annually thereafter. The content to be covered is outlined in the Training section of this plan. Employees who reasonably anticipate coming in contact with, exposure to blood or other potentially infectious materials (OPIM) are required to comply with the procedures and work practices outlined in this plan. All employees who are potentially exposed to blood/OPIM are encouraged to provide input for consideration to this Exposure Control Plan.

The Project Manager is responsible for the implementation of the ECP, and reviewing the plan at least annually and ensuring the following tasks are completed:

- Written custodian operations protocol is developed and that an appropriate disinfectant is available and used.

- Documentation of training and ensuring the plan is available to all employees.
- Annual review and update of the ECP. If necessary, more frequent review to reflect any new or modified tasks and procedures that affect occupational exposure, as well as to reflect new or revised employee positions with occupational exposure.
- Maintain ongoing controls including: bio hazard waste containers, labels and biohazard bags; ensuring appropriate disinfecting solutions are available and labeled properly; ensuring all personal protective equipment (PPE) are available in the appropriate sizes and types; and ensuring custodial equipment is available.
- Ensuring that all medical actions required are made available and appropriate records are maintained.
- Ensure the exposure determination list is up-to-date.

Employee Exposure Determination All employees are at risk to have occupational exposure to blood/OPIM. This is a list of the job titles that might put an individual in contact with blood/OPIM. This exposure determination list has been made without regard to the use of personal protection equipment:

Job Title: Custodian

Methods of Control Universal precautions is an approach to infection control where one assumes that all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, Hepatitis B Virus, Hepatitis C virus and other bloodborne pathogens. All employees are required to use universal precautions when performing their duties. In addition, we use the following methods to control employee exposure:

A. **Personal protective equipment** will be supplied at no cost to the employee and used by employees who may become exposed to blood/OPIM. There will be an adequate supply of single-use non-porous protective gloves and plastic disposable bags. Pre-packaged spill kits will be used for cleaning large spills. These kits and PPE items are located in the supply storage area.

All employees must wear appropriate PPE when they can reasonably anticipate hand contact with blood/OPIM or when they handle or touch contaminated items or surfaces. Gloves must be properly discarded and replaced if torn, punctured, contaminated, or otherwise damaged.

B. **Hand washing** facilities are readily accessible to employees. Employee hands shall be washed with soap and water when:

- Upon arrival at work site.
- After personal use of the bathroom.
- After handling body fluids of any kind.
- After cleaning up spills or objects contaminated with body fluids.
- After removing disposable gloves before leaving the work site.

Work Practice Controls Work practice controls are those everyday things done to prevent or minimize exposure to bloodborne pathogens. The specific protocols used at the Indiana BMV Branches include:

- Follow proper use of PPE, including gloves and proper handling of potentially contaminated garbage or laundry.
- Following proper hand washing protocols as outlined in this plan.
- No eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses in areas where blood/OPIM may be present.
- All surfaces contaminated with blood will be isolated, cleaned and decontaminated according to the spill procedure outlined in this plan.
- All items used in cleaning blood/OPIM will be placed in the regular trash container outside the building. Items saturated with blood to the point that blood is released when compressed will be placed in a puncture proof bag labeled with the biohazard symbol-and disposed of according to proper law and procedure.

All employees are responsible for participating in maintaining a clean and sanitary worksite. Cleaning and decontamination procedures are based on location, type of surface, type of soil present, and tasks or procedures being performed in the area.

Managing bio hazard spills: All employees are to wear gloves while working and particularly when cleaning spills of potentially infectious materials. Spills of body fluid such as urine, vomit, blood, and body fluids should be treated as potentially infectious and surfaces should be cleaned and disinfected immediately. The area must be made inaccessible to other persons. Employees shall wash their hands after completing the task. If clothing becomes soiled by body fluids they should be removed and bagged in a manner that minimizes contact, and fresh clothes should be put on after washing the soiled skin and hands.

Spill cleanup procedure hard surface floor:

- Put on all appropriate PPE.
- Carefully blot up as much of the potentially infectious material as possible with disposable paper towels and place them in a leak-proof bag.
- Wipe up and clean the affected surface with number H2Orange2 HD cleaning solution. Rinse the surface with clean water and allow to air dry.
- Securely tie or seal the bag and dispose of in trash container outside the building.

For spills on carpet: Follow steps outlined above. Spot clean with 117 heavy duty. Evacuate the spill residue using the carpet cleaner with a heated solution at 105 degrees. Mops and Other Equipment used to clean up bio hazard spills must be cleaned with number H2Orange2 heavy duty cleaning solution, rinsed with clean water and allowed to air dry.

Bio Hazard Training Camacho Equipment & Janitorial Supply, Inc. provides training for all employees who have potential occupational exposure to bloodborne pathogen prior to starting employment, annually and when changes in tasks or procedures take place that affect occupational exposure. This training covers at a minimum, the following elements:

- Information about our bloodborne pathogen exposure control plan and where it can be reviewed.
- Epidemiology and symptoms of bloodborne pathogens.
- Modes of transmission of bloodborne pathogens.
- An explanation of the methods used to identify tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- Use and limitations of methods of controls, work practices and PPE.
- The basis for PPE selection and an explanation of the types, use, location, removal, handling, decontamination, and disposal.
- Information on the hepatitis B vaccine including efficacy, safety, methods of administration, benefit and offered at no charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- 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.
- Explanation of the signs and labels and color-coding system for bloodborne pathogens.

Hepatitis B Vaccine Camacho Equipment & Janitorial Supply, Inc. offers post-exposure Hepatitis B vaccination series within 24 hours, to all employees who are exposed to blood or OPIM. Employees who are offered the Hepatitis B vaccine series and decline, must do so in writing using the Declination Statement located in this ECP.

Exposure Reporting Procedures All exposure incidents shall be investigated and documented. All staff should do the following after initial first-aid is given:

- A. In the event of an incident where blood/OPIM are present, the employee must report it to their immediate supervisor and complete an Exposure Report.
 - If PPE is used and blood/OPIM is not touched, no exposure occurred, follow steps F and G.

- If exposure occurred (blood or OPIM gets inside the body by means such as blood touching an open sore or skin with dermatitis or a puncture wound by a sharp object that has blood on it), complete the incident report and follow steps B thru G.

B. If it is determined that contact with blood/OPIM on broken skin (cuts, scratches, open rashes or chapped skin) or on mucous membranes (in the eye, mouth or nose), has occurred, immediate medical evaluation and treatment will be provided, at no cost to the employee (WAC 296-823-160) by:

Methodist Occupational Health Center

1101 Southeastern Avenue

Indianapolis, IN

317-955-2020

The Project Manager will ensure the following tasks are performed:

- Documentation of the exposure situation including route of exposure and a description of how the exposure occurred.
- Identification of the source individual if possible.
- Documentation of request for consent to test source individual for HIV, Hepatitis B antibody and HCV testing as soon as possible.
- Documentation of whether or not the employee received a free medical exam, any required follow-up and that the employee was offered the hepatitis B vaccination. If source does not give consent, document that consent could not be obtained. The employee may petition the local health officer to require HIV testing.

C. Source testing is not feasible at this location; therefore, it is not applicable.

D. The Project Manager will ensure that the medical care provider is given the following information:

- A description of the employee's job duties relevant to the exposure incident.
- Route and circumstances of the exposure.
- Relevant employee medical records, including Hepatitis B vaccination status.

E. The medical provider will be requested to provide the facility with the following:

- If Hepatitis B is indicated and if employee has received the vaccine.
- A statement that the employee has been informed of the results of medical evaluation and whether or not there is any medical condition that may require further evaluation and treatment.
- All other findings or diagnosis shall remain confidential and shall not be included in the written report.

F. The Project Manager will document and review the circumstances of all exposure incidents to determine:

- Description of the incident.
- What work was being conducted.
- PPE worn at the time of exposure.
- Location of the incident.

G. If it is determined that revisions need to be made, the Project Manager will ensure that appropriate changes are made to this Exposure Control Plan.

Recordkeeping Training records are required to be maintained for 3 years and should include the date of training, content or summary of the training, the name and qualification of the trainer, and the names and job titles of all persons attending the training session. Personal medical information used in reporting exposure and tracking vaccine series will be safeguarded and maintained in accordance with appropriate regulatory guidance.

Bio Hazard Exposure Report

Employee Name:

Date:

Exposure Type: Blood Other (describe):

Description of exposure event:

Description of the specific part(s) of your body exposed:

Post Exposure Hepatitis B Vaccination

You have the right to receive a Hepatitis B vaccine series at no cost to you following exposure to blood or other potentially infectious materials. Do you wish to receive the vaccine series? Yes No

You have offered me the opportunity to be vaccinated with Hepatitis B vaccine at no cost. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I am 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 cost.

Employee

Signature:

Date: