

Chapter 15 BLOOD BORNE PATHOGENS

General

Although Sign Designs is not involved in activities that would be considered to have occupational exposure, precautions must be taken to protect yourself and your families from infection from BLOOD BORNE pathogens or other bodily fluids in the event of an accident. Despite our best efforts injuries do occur. Therefore, this exposure control plan must be adhered to without exception. These precautions mean treating all blood and all body fluids as potentially infectious regardless of how you well know the injured party. Employees who are properly trained in first aid or CPR are required to administer emergency care as part of their regular job. This plan is distributed to all employees upon hire, and is immediately available from the Human Resources Department at any time. This program is administered by the currently qualified designee of the Sign Designs, Inc. Safety Committee.

Purpose

This guideline outlines procedures used to protect employees from potential infections while assisting an injured co-worker, containment of the area, and proper disposal of infected materials.

Occupational Exposure Determination

The greatest occupational exposure is from accident or injury. Following is a list of groups with the likelihood of exposure from accident or injury:

<u>Likelihood</u>	<u>Cause</u>	<u>Group</u>
Very Likely	Injury	Installation
Very Likely	Injury	Service
Likely	Injury	Production
Not Likely	Injury	Office Staff

These determinations were made without regard to personal protective equipment. Employees can reduce the likelihood of exposure by use of personal protective equipment.

Training

Each employee with possible occupational exposure will be trained by the designated member of the Safety Committee prior to assuming assigned duties, 90 days after the effective date of the standard, and again within 1 year of their previous training. It is important to recognize the biohazard logo. See the biohazard logo at the end of this chapter.

Training is required prior to assuming modified or additional duties.

Personal Protective Equipment

Personal protective equipment provides a barrier to protect skin, eyes, mouth and nose from blood and body fluids, and is provided at no cost to the employee. This equipment includes protective gloves and masks, a mouthpiece for mouth-to-mouth resuscitation, face shields and goggles. This equipment is single use only and should be disposed after use.

Infection

Germs from infected blood or body fluids can enter your body through any body opening or break in your skin including eyes, nose, mouth, skin that has a cut, scrape, burn or rash, skin that is inflamed, cracked or very dry, a hangnail. Infections can also be transmitted through smoke, eating or touching your eyes, nose or mouth after making hand contact with infected blood or body fluids, or you are pricked by an infected object.

There are many types of infections. The three most common dangerous infections are:

Hepatitis B virus (HBV). Hepatitis B can cause severe damage to the liver and can lead to death. A vaccine is available to help prevent hepatitis B infection. This vaccine is given as several injections over a period of time.

Hepatitis C Virus (HCV). Like hepatitis B, hepatitis C can cause severe damage to the liver and can lead to death. There is no known vaccine for HCV.

Human Immunodeficiency Virus (HIV). HIV makes it harder for the body to fight infection. HIV causes Acquired Immune Deficiency Syndrome (AIDS), which is a serious illness that can lead to death. There is no known vaccine for HIV.

Hepatitis B vaccines are available to all employees with occupational exposure through the current company designated medical clinic at no cost to the employee.

Engineering Controls

Every department and each truck should have the following equipment available to help protect from BLOOD BORNE pathogens:

Tongs, pans, brooms or other items that help avoid touching potentially infected materials while cleaning up.

Personal protective equipment as previously noted.

Cones and other markers to clearly identify areas where an accident has occurred.

Bags or containers marked with the biohazard symbol for materials that are infected with blood or body fluids. Bags are provided in each first aid kit.

These engineering controls should be inspected every 90 days on-premises, and daily as part of the truck inspections. Damaged or dated controls will be replaced by Sign Designs, Inc. immediately.

When An Incident Occurs

When an accident occurs, try to find out if the injury is life threatening. If the injury appears life threatening, call 911 immediately.

Protect your hands, mouth, eyes or any part of your body that might come in contact with the injured party's blood or body fluids by using protective gloves and masks, a mouthpiece for mouth-to-mouth resuscitation, face shields and goggles.

Follow proper controls and use materials such as rope flags, cones or tape to mark off the accident site. This will help protect others from exposure.

Report the accident to your supervisor immediately.

Post Accident

Use care when cleaning the infected area. Wear protective gloves. Dispose of towels in properly labeled biohazard bags.

Remove your gloves carefully. Peel one glove off from the top to the bottom. Hold the removed glove in your gloved hand. Using two fingers, peel the other glove off from the wrist. Continue peeling the glove so it turns inside-out with the other inside. Be careful not to touch the outside of the glove to your exposed skin. Dispose of your gloves, clothing, aprons, gowns or any other contaminated item by using biohazard bags. Sign Designs, Inc. will dispose of all items, and replace them at no cost to the employee.

All exposed equipment should be decontaminated with antiseptic cleaner. Towels and other cleaning utensils should be placed in biohazard bags for disposal.

All specimens of blood and other infectious materials must be placed in biohazard bags for handling and disposal.

Wash your hands, wrists, and forearms immediately after helping or cleaning. Hand washing facilities are provided for on-premises exposures. Hand washing facilities are not always available for installation and service personnel while off-premises. Therefore, antiseptic towelettes are provided in the first aid kit on each truck.

If You Are Exposed

If blood or body fluids have touched your eyes, mouth, or any other opening or break in your skin, you've been involved in an exposure incident. Report the incident to your supervisor. Be prepared to report how, when, and where the accident happened. Get the name of the person whose blood or body fluids came in contact with you.

Seek medical attention. Sign Designs, Inc. will provide a hepatitis B vaccine to all exposed employees at no cost to the employee. The current designated company medical clinic will provide the correct testing, treatment and education. You can decide if you want your blood tested. It is your decision.

Record Keeping

Your training records will be maintained by the Human Resources Department and will contain the following information:

1. The dates of your training.
2. A summary of the content of the training session.
3. The names and qualifications of the trainer.

4. The names and job titles of all persons attending the training sessions.

Training records will be retained for 3 years from the date on which the training occurred.

Exposure Records

The Human Resources Department will maintain an accurate record for each employee with occupational exposure. This record shall include:

1. The name and social security number of the employee.
2. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
3. A copy of all results of examinations, medical testing, and follow-up procedures.
4. The employer's copy of the healthcare professional's written opinion.
5. A copy of the information provided to the healthcare professional.

Sign Designs, Inc. will ensure that employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.

Records under this section will be retained for at least the duration of employment plus 30 years.

Availability

Sign Designs, Inc. will ensure that all records required to be maintained by this section shall be made available upon request to the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative and the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative for examination and copying. Employee training records required by this paragraph shall be provided upon request for examination and copying to employees, to employee representatives, to the Director, and to the Assistant Secretary.

Employee medical records required by this paragraph shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.

Transfer of Records

Sign Designs, Inc. will comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h). If Sign Designs, Inc. 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 Director, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three month period.

