

**Polk County Wisconsin**

**BLOODBORNE PATHOGENS POLICY**

**Policy 501.B**

**Effective Date: 03-16-99**

**Revision Date: 3-11-2008**

**Purpose**

The purpose of this policy is to minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens and to assure that no employee will suffer material health or functional impairment due to exposure to hazardous agents while in the course of their employment with Polk County.

**Definitions**

- A. Occupational Exposure is any reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or any other potentially infectious materials that may result from the performance of an employee's duties.
- B. Exposure Incident means a *specific* eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other infectious materials that results from the performance of an employee's duties.
- C. Other potentially infectious materials include:
  - 1. Any fluid or solid that is visibly contaminated with blood.
  - 2. All body fluids in situations where it is difficult or impossible to differentiate between body fluids.

**Exposure Determination**

Each Department of Polk County is responsible for determining which job classifications have occupational risk for bloodborne pathogens and shall file a list of those classifications with the Employee Relations Director.

## **Employee Education and Training**

All employees with occupational exposure will be trained by an individual who has been designated by the Department of Employee Relations for that purpose. New employees shall receive orientation with regard to this policy at the time of initial work assignment (within 10 working days) and at least annually thereafter. Training shall include:

1. Information about the hazards associated with blood and other potentially infectious materials and the protective measures to be taken to minimize the risk of occupational exposure.
2. Information about the methods of transmission, the Exposure Control Plan, and the use of Engineering Controls, Work Practices, and Personal Protective Equipment.
3. Information about the appropriate actions to be taken in an emergency involving exposure to blood and other potentially infectious material.
4. Reasons why Hepatitis B vaccination and post-exposure evaluation and follow-up are important.
5. Educational materials that are appropriate to the employee's vocabulary, educational level, and language.
  - a. Time will be allowed for questions and review of materials as needed.
  - b. The trainer will be knowledgeable in the subject matter covered.

## **Work Practice Controls**

It is the intent of this policy to reduce the likelihood of exposure through the alteration of the manner in which tasks are performed. Employees are encouraged to bandage or administer their own first aid whenever possible. In addition, Polk County will utilize the following work practice controls:

1. Universal Precautions: an approach to infection control whereby all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.
2. Hand washing Procedure. (See Appendix A)
3. Procedures for sharps handling

4. Eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses are prohibited in areas where there is reasonable likelihood of occupational exposure.
5. Polk County will provide appropriate personal protective equipment and it will be readily accessible at the work site or issued to employees as appropriate.
  - a. The following measures shall be utilized by personnel as indicated:
    - (1) Protective Gloves. The use of gloves is indicated for procedures where body fluids are handled and particularly important in the following circumstances:
      - (a) If the worker receives a cut or abraded skin, the person dressing or assisting will wear protective gloves to bandage the cut.
      - (b) During all cleaning of body fluids and decontaminating procedures.
      - (c) During any direct first aid incidents not for day-to-day occupational use.
    - (2) Cloth Gloves will be worn where appropriate to reduce the exposure to sharp or abrasive materials.
    - (3) Gowns. The use of gowns, aprons, or lab coats is required when splashes to skin or clothing with body fluids are likely to occur. Gowns shall be made of, or lined with, fluid-proof or fluid-resistant material and shall protect all areas of exposed skin. Gowns will be available for any situation requiring first aid response.
    - (4) Masks and Eye Protectors. The use of masks and protective eye wear or face shields is required when contamination of mucosal membranes, eyes, mouth or nose with body fluids such as splashes or aerosolization of such a material, is likely to occur.
    - (5) HBV Vaccination
      - (a) HBV Vaccinations are the most important part of HBV infection control because gloves and other Personal

protective Equipment do not prevent puncture wounds or unanticipated exposures.

- (b) HBV Vaccinations shall be made available to all employees who have occupational exposure after they have received training and within 10 working days of initial assignment.
  - (c) If an employee had previous HBV Vaccination, or if antibody testing reveals immunity, the HBV Vaccination is not necessary.
  - (d) If an employee initially declines, then eventually wants HBV Vaccination, the County shall provide it at that time.
  - (e) Employees who decline to accept the Hepatitis B Vaccination offered by the agency will sign the Hepatitis B Vaccine Declination Form.
- (6) Post exposure evaluation and follow-up:
- (a) Following a report of an Exposure Incident, the County shall make available a confidential medical evaluation, which will include:
    - documentation of route of exposure and circumstances
    - HIV/HBV status of source individual
    - Serological testing of blood ASAP
    - Post-exposure vaccine (if indicated)
    - Medical evaluation of reported illnesses
    - Counseling
  - (b) The treating physician is to be provided with a copy of the bloodborne pathogens policy and a description of the employee's duties and occupational exposure.
  - (c) The County shall obtain and provide the exposed employee with a copy of the physician's written opinion within 15 working days of the completion of the evaluation.
  - (d) The physician's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

- That the employee has been informed of the results of the evaluation.
- That the employee has been told about any medical conditions resulting from the exposure to blood or other potentially infectious materials which require further evaluation and treatment.
- ALL OTHER FINDINGS AND DIAGNOSES ARE TO REMAIN CONFIDENTIAL.

## **Engineering Controls**

It is the intent of this policy to reduce employee exposure in the workplace by either removing the hazard or isolating the worker from exposure. To achieve this goal, the following engineering controls will be adopted by the County:

1. Regulated Waste Disposal
  - a. Disposal of all Regulated Waste shall be in accordance with applicable Federal, State and local regulation.
2. Housekeeping Procedures
  - a. Departments shall ensure the work site is maintained in a clean and sanitary condition. (Hospital grade virucide or 1:10 bleach to water solution.) If a bleach solution is made, it shall be changed daily.
  - b. All equipment, environmental surfaces and work surfaces shall be decontaminated ASAP after contact with blood or other potentially infectious materials.
  - c. All bins, pails, cans, plastic liners, and similar receptacles intended for reuse which have a likelihood for becoming contaminated with potentially infectious materials shall be inspected and decontaminated on a routine basis or cleaned as soon as visibly soiled.
    - (1) When needles are moved to a different container, receptacles must be disinfected.
  - d. Broken glass, which may be contaminated shall not be picked up directly with the hands. The employee must use mechanical means.

## **Record Keeping**

The County will establish and maintain accurate record for each employee with an occupational exposure incident. Information to be included in this record shall be:

- a. Name of employee and Social Security Number
- b. Copy of employee's HBV Vaccination records
- c. Copy of all medical testing and findings
- d. Copy of physician's written opinion

The County will maintain these records for the duration of employment plus 30 years. The County will ensure confidentiality of all records in accordance with existing state, federal, and local statutes, rules, policies, and ordinances.

Employee Medical Records will be made available on request to the subject employee, to OSHA, or to anyone having written consent of the subject employee for examination and copying.

Employee Training Records shall be provided upon request for examination and copying to employees, to employee representatives, and to OSHA. Training Records shall include:

- a. Names and job titles of all persons attending the training
  - b. The contents or summary of the training session.
  - c. The name and qualifications of the person
  - d. The dates of the initial training and any follow-up training
- (1) Employer shall maintain these records for three (3) years from the date on which the training occurred.

## APPENDIX A

### HAND WASHING POLICY

- A. Proper hand washing practices are the single most important activity that can be implemented to prevent the spread of infection.
  - 1. Hand washing procedure
    - a. Wet hands under running water
    - b. Using mechanically dispensable soap, apply friction by rubbing hands together well, paying special attention to nails and other crevices. Do this for 30 seconds
    - c. Rinse with running water
    - d. Dry hands with single service disposable paper towel
    - e. Turn faucet off with paper towel and then discard (this is for hand operated faucets)
  - 2. Hand washing will be done before breaks and lunch. Any other time that constitutes it.
  - 3. Employees without access to running water on demand shall provided and shall modify the procedure listed in (1) above and use a water-less germicidal agent as provided by the County.