The Occupational Safety and Health Act (OSHA) standards require all human blood and certain human body fluids to be treated as if known to be infectious for human immunodeficiency virus [HIV], hepatitis B virus [HBV], and other bloodborne pathogens.

**Identification of Exposure Tasks and Procedures of At-Risk Employees**

Exposure tasks and procedures that are performed by employees in at-risk job classifications are the following:

1. Direct patient care, dental care, and laboratory procedures in clinical facilities in the teaching of Technology and Professional Programs clinical courses
2. Accidental needle sticks involving mannequins in the Technology and Professional Programs laboratories or classrooms
3. Handling of contaminated charts in Dental Hygiene Clinic
4. Responding to campus accidents/incidents that involve blood or other body fluids
5. Administering first aid to accident victims
6. Accidental exposure of custodial workers who may be cleaning in areas where there may be bloodborne pathogens
7. Accidental exposure of maintenance workers who may be working in areas where there may be bloodborne pathogens
8. Accidental exposure of grounds keeping workers who may be picking up contaminated trash on campus grounds and from trash receptacles.

**Job Classifications of At-Risk Employees**

All employees in these job classifications are considered exposed: Supervising Dentist, Dental Services Clinical Coordinator, Dental Services clinical assistant (O.P.S.), Chief of Campus Police, Major, Captain, Lieutenant, Investigator, Sergeant, Corporal, Campus Police Officer, Public Safety Officer, Environmental Health and Safety Specialist, and Gym Worker (O.P.S.).

All supervisors in these areas are considered exposed due to their training in CPR and First Aid: Dental Services Program, Nursing Program, EMT/Paramedic Program, Lifetime Sports Complex, Basketball Program, Men's Baseball Program, Women's Softball Program, Counseling, Auditorium, Maintenance, and Science laboratories.

Some employees in these job classifications are considered exposed: Building Automation Systems Specialist, Counseling Specialist, Custodial Supervisor, Custodial Shift Supervisor, Custodial Worker, Equipment Mechanic, Fire Alarm/Life Safety Specialist, Groundskeeper, Groundskeeper Specialist, Maintenance Technician I and II, Facilities Maintenance Supervisor, Human Resources Specialist, and faculty and staff in Dental Services, Nursing, EMT/Paramedic, Respiratory Therapy, and First Aid/Emergency Techniques.

All new hires in any of the above categories will be required to have exposure control training and will be offered the Hepatitis B (HBV) vaccination as a condition of hire.

**Procedures for Handling Incidents/Methods of Compliance**

In a clinical setting off-campus, College employees and students shall follow the exposure plan prescribed by the health care facility or provider.

In the Dental Services Clinic, College employees and students shall follow Dental Services Clinic emergency procedures.

In Technology and Professional Programs laboratories and on campus, College employees will follow procedures for accidents/incidents and the College Exposure Plan.

**Procedures for Handling Exposure on Campus**

1. Anyone who is exposed to bloodborne pathogens or witnesses an exposure must notify the Campus Police Department immediately.

2. Campus Police staff will obtain a Personal Protective Equipment (PPE) kit and go to the scene of the exposure.

3. Any responder to an emergency call shall use Personal Protective Equipment (PPE). The PPE kit shall include disposable single-use hypoallergenic gloves, protective disposable clothing, goggles, and face masks.
PPE shall be worn when there may be contact with blood or body fluids. Under circumstances in which body fluids are not easily identified, all body fluids shall be considered potentially infectious material.

4. Campus Police staff shall follow College procedures for handling the exposure.

5. Campus Police staff shall complete a College Accident/Incident report which shall include a description of the incident involving exposure to blood or body fluids.

6. Human Resources Department staff shall contact orally and by certified mail the individual/employee regarding post-exposure evaluation and follow-up procedures. Post-exposure evaluations will be conducted by Tallahassee Memorial Regional Medical Center, Employee Health Services.

7. PPE kits shall be available in all appropriate Technology and Professional Programs laboratories, facilities, and clinics. Kits will also be available at the Campus Police Department, Human Resources Department, Counseling Office, Lifetime Sports Center, Science Lab Manager's office, coaches offices, and custodial supply room.

Compliance with OSHA Standards

1. Universal precautions shall be observed to prevent contact with blood or other infectious materials. (Universal precautions consider all human blood and certain human body fluids to be treated as if known to be infectious for human immunodeficiency virus [HIV], hepatitis B virus [HBV], and other bloodborne pathogens.)

   The College shall provide PPE at no cost to the employee with occupational exposure (e.g., goggles, disposable hypoallergenic gloves, face mask, and disposable protective clothing).

2. The PPE shall be removed prior to leaving the area and discarded immediately after each use with a "red" bag and then placed in a designated biohazardous receptacle. The receptacle shall be a puncture-resistant, leakproof, and labeled container.

3. The employee shall wash hands with soap/antiseptic cleanser and water immediately or as soon as feasible after removal of gloves or other PPE item.

   Employees with splashes, splatter, or spray exposure to eyes, nose, or mouth shall flush the area with water immediately or as soon as feasible following contact.

4. If the incident involves a needle stick or other sharps such as glass, the above precautions should be instituted. Immediately or as soon as feasible, needles and sharps shall be placed in a designated sharp container which is puncture-resistant, leakproof, and labeled.
5. Cleanup of the area shall include the wearing of PPE and decontamination of the area using U. S. Environmental Protection Agency (EPA)-approved disinfectant/sterilant solution which is also a tuberculocide. Disinfectant solution shall be mixed and used in accordance with the manufacturer's directions.

PPE and soiled materials shall be placed in "red" bag(s) and discarded in designated biohazardous receptacles followed with proper cleansing of hands and other exposed body areas. Broken glass shall be discarded using mechanical means such as forceps, tongs, brush, or dust pan. Glass must be placed in a sharps container for appropriate disposal.

6. All "red" bags and sharps receptacles shall be removed by the biohazardous disposal service.

7. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Training

All College employees with occupational exposure shall participate in a training program during working hours at no cost within ten (10) days of initial employment, at the time when the individual's job function requires occupational exposure to take place, at least annually within one (1) year of their previous training, or as modification of tasks or procedures affect the employee's occupational exposure.

The training program shall contain the following minimum requirements:


2. A copy and explanation of the College's exposure plan which includes procedures to follow if an exposure incident occurs, the method of reporting and documentation, the universal precautions to follow, and the exposure follow up procedure

3. A general explanation of the epidemiology and symptoms of bloodborne diseases

4. An explanation of the modes of transmission of bloodborne pathogens

5. An explanation of the appropriate methods of recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials

6. An explanation of the use and limitations of methods that will prevent or reduce exposure including use of personal protective equipment

7. Information on the types, proper use, location, handling, decontamination, and disposal of personal protective equipment
8. An explanation on the basis for selection of personal protective equipment

9. Information on the hepatitis B vaccine including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and where the vaccinations will be offered free of charge

10. Information on the post-exposure evaluation and follow-up procedures that the College will provide for the employee following an exposure incident

11. An opportunity for interactive questions and answers

Part-time employees who have received training from their primary employer would be exempt from attending the training session. Such employees would be required to document where and when training occurred.

**Vaccination**

The College shall provide to all at-risk employees designated under this plan the hepatitis B vaccination series, post-exposure evaluation, and medical follow-up.

Hepatitis B vaccinations are available at the Tallahassee Memorial Regional Medical Center. The vaccine is administered in three (3) doses: the initial dose, the second dose one (1) month later, and a final dose five (5) months later. Appointments will be set up through the Human Resources Department.

"Titer" tests are available for employees who have already received the hepatitis B vaccination series. The purpose of this test is to determine the immunity for baseline records.

Employees who refuse the vaccination are required by law to sign a declination form. This would not exclude the employee from future vaccinations.

Post-exposure vaccinations will be administered by Tallahassee Memorial Regional Medical Center, Employee Health Services.

On the seventh annual anniversary from the final dose of the last series for hepatitis B, "titer" tests will be available to determine the degree of immunity and the necessity for a booster for employees.

**Training Records**

Training records on all employees shall be kept on file in the Human Resources Department and shall include the following: dates of the training sessions, contents of the training sessions, names and qualifications of persons conducting the training sessions, and names and job titles of all persons attending the training sessions. The training records shall be kept on file for three (3) years from the time the training occurred.
The College shall make available upon request the training records to the Assistant Secretary of Labor for Occupational Safety and Health, the Director of the National Institute for Occupational Safety and Health, U. S. Department of Health and Human Services, or their designated representative for examination and copying. These records shall also be made available upon request to employees and their representative(s) for examination and copying, in accordance with 29 CFR 1910.20(h).

The College shall also comply with the requirements involving transfer of records set forth in 29 CFR 1910.20(h).

Post-exposure and Follow-up

The report of an exposure incident shall include documentation of the route(s) and circumstances of the exposure, identification and documentation of the source individual unless not feasible or prohibited by law, and testing of the source individual's blood for HIV and HBV infectivity as soon as feasible and after consent is obtained unless infectivity of the source person is known or if testing is prohibited by law.

Results of the source individual tests shall be made available to the exposed employee and applicable laws and regulations shall be explained.

If consent is obtained, the exposed employee's blood shall be collected as soon as possible after the incident. If baseline blood is collected but consent for HIV serologic testing is not obtained, the sample shall be preserved for at least ninety (90) days for possible testing if the employee subsequently reconsiders.

Post-exposure prophylaxis, counseling, and evaluation of reported illnesses shall be provided according to recommendations of the U.S. Public Health Service. Employees shall be referred to Tallahassee Memorial Regional Medical Center, Employee Health Services.

Appointments will be arranged by the Campus Police Department or the Human Resources Department. There shall be no charge to the employee.

Healthcare Professional Information

The professional healthcare provider evaluating the incident shall be provided a copy of the Accident/Incident report and, if applicable, a copy of the Notice of Injury form describing the exposure.

Within fifteen (15) days of completion of the evaluation, the College shall obtain and provide the employee with a written copy of the healthcare provider's evaluation as to the necessity of the hepatitis B vaccination and if the employee has already received this vaccination.
The healthcare provider's opinion shall be limited to stating that the employee has been informed of the results of the evaluation, that the employee has been told of medical conditions resulting from exposure, and that the employee has been informed if further evaluations and treatment are required. All other findings and diagnoses shall be confidential and shall not be in the written report.

Medical Records

The College shall maintain accurate records for each employee with occupational exposure in the Human Resources Department and in accordance with 29 CFR 1910.20.

This record shall include the name and social security number of the employee; a log of the exposure accident/incident including date of exposure, location, and description; 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 as required by 29 CFR 1910.20(f)(2); a copy of all results of examinations, medical testing, and follow-up procedures as required by 29 CFR 1910.20(f)(3); a copy of the healthcare provider's written opinion as required by 29 CFR 1910.20(f)(5); and a copy of the information provided to the exposed employee as required by 29 CFR 1910.20(f)(4)(ii)(B)(C) and (D).

The College shall maintain complete confidentiality of the employee's medical records and will not disclose or report without the employee's written consent to any person within or outside the workplace except as required by 29 CFR 1910.20 or as may be required by law.

The College shall maintain these records for at least the duration of employment plus thirty (30) years in accordance with 29 CFR 1910.20.

Revision of Plan

The Human Resources Department will review the Exposure Control Plan annually and update the Plan as necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.