

Winning Wheels
Bloodborne Pathogens and Hazard Communications Standards

Model Exposure Control Plan

Policy

Winning Wheels is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. The ECP includes:

- Determination of employee exposure
 - Implementation of various methods of exposure controls including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal Protective Equipment (PPE)
 - Housekeeping
 - Hepatitis B vaccination
 - Post-exposure evaluation and follow up
 - Communication of hazards to employees and training
 - Recordkeeping
 - Procedures for evaluating circumstances surrounding exposure incidents
- Implementation methods for these elements of the standard are discussed in subsequent pages of this ECP.

PROGRAM ADMINISTRATION

The safety coordinator along with the maintenance supervisor and housekeeping supervisor is responsible for the implementation of the ECP. The safety coordinator will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: Winning Wheels 815-537-5168.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The maintenance supervisor and safety coordinator will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g. sharps containers), labels, and red bags as required by the standard. The central supply department will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: Winning Wheels 815-537-5168.

Human Resources and the safety coordinator will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: Winning Wheels 815-537-5168.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Job Title	Department/Location	Task/Procedure
Housekeeper	Environmental Services	Handling Regulated Waste
Maintenance	Environmental Services	Handling Regulated Waste
RNs/LPNs	Nursing Services	Handling Needles/Waste
C.N.A.	Nursing Services	Handling Regulated Waste
Laundry	Environmental Services	Handling Isolation linen
Dietary	Dietary Services	Handling sharp objects

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the Human Resources department. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request. This plan is also available online at Winningwheels.com

Human Resources and the Safety Coordinator is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practices will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below but not limited to:

- Safety syringes
- Non glass capillary tubes
- Safety Lock Accu Checks

Sharps disposal containers are inspected and maintained or replaced by the Safety Coordinator and/or the Central Supply representative every week or whenever necessary to prevent overfilling.

This facility identifies the need for changes in engineering controls and work practices through the review of OSHA records, employee interviews, safety committee, and daily safety rounds conducted by the Interdisciplinary Team.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the safety coordinator and/or maintenance supervisor.

The types of PPE available to employees are as follows:

- Gloves
- Gowns
- Goggles
- Eye Wash stations
- Face Shields

PPE is located in the soiled utility rooms, clean utility rooms, isolation rooms, laundry, dietary, housekeeping closets, maintenance shop and may be obtained through the safety coordinator and/or maintenance supervisor.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in red bags, lined laundry containers for cleansing, soiled utility rooms for sanitation.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

Please refer to the PPE policy and procedure located at www.winningwheels.com

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling.

Please refer to the policy and procedure for handling sharps disposal containers at www.winningwheels.com.

Please refer to the policy and procedure for handling other regulated waste at www.winningwheels.com.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color coded. Sharps disposable containers are available in the central supply room.

Bins and pails (e.g. wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush or dustpan.

Laundry

The following contaminated articles will be laundered by this facility: All linens with blood or bodily fluids with visible blood on them.

Laundering will be performed by Winning Wheels laundry staff.

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation
- Place wet contaminated laundry in leak-proof, labeled or color coded containers before transport. Use red bags for this purpose.
- Wear the following PPE when handling and/or sorting contaminated laundry: Gloves, gown and goggles.

Labels

The following labeling methods are used in this facility:

- Specimens labeled with bio hazard label
- Contaminated laundry with red bag

The housekeeping supervisor is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the safety coordinator if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

HEPATITIS B VACCINATION

Human Resources will provide training to employees on Hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that the vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form.

Employees who decline may request and obtain the vaccination at a later date at no cost.

Documentation of the refusal of the vaccination is kept at Winning Wheels in the employee medical file.

Vaccination will be provided by the Infection Control Nurse at Winning Wheels.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact Tracy Styles RN or the current Infection Control Nurse at 815-537-5168.

An immediately available confidential medical evaluation and follow-up will be conducted by Dr. Timothy Chamberlain Medical Director. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.). The following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and/or HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g. laws protecting confidentiality)
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The infection control nurse ensures that the health care professional(s) responsible for the employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of the OSHA's bloodborne pathogens standard.

The infection control nurse ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source of the individual's blood test
- Relevant employee medical records, including vaccination status

The infection control nurse provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AND EXPOSURE INCIDENT

The safety coordinator and the infection control nurse will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields etc.)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

Human Resources will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to the ECP are necessary the safety coordinator, infection control nurse and/or human resources will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by the safety coordinator and human resources.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of the bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard
- An explanation of the ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in a emergency involving blood or OPIM
- 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
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility

- An opportunity for interactive questions and answers with the person conducting the training session

Training materials for this facility are available in the safety coordinator's office or the human resource's office.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at Winning Wheels.

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such request should be addressed to the Human Resources Department.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

Human Resource is responsible for maintenance of the required medical records. The confidential records are kept in secured filing cabinets at Winning Wheels for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to Human Resources, Winning Wheels 701 East Third Street, Prophetstown, Illinois 61277.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29CFR 1904). This determination and the record activities are done by Human Resources.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury
- Type and brand of the device involved (syringe)
- Department or work area where the incident occurred
- Explanation of how the incident occurred

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be 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 charge to me.