

**TWIN RIVERS CAREER & TECHNICAL
EDUCATION AREA**

EXPOSURE CONTROL PLAN

EXPOSURE CONTROL PLAN for blood and other potentially infectious materials.

Statement:

School corporations are required to have a written Exposure Control Plan which is designed to eliminate and/or minimize employees' exposure to blood and other potentially infectious materials. OSHA General Industry Safety Standards: 29 CFR Section 1910.1030 Blood Borne Pathogens.

Rules:

The exposure control plan for Twin Rivers Career & Technical Education Area has the following three elements:

1. Exposure determination,
2. A. Compliance, B. Hepatitis B Vaccination and,
3. Evaluation procedures

1. Exposure Determination:

A. First List:

Those job classifications for which all employees have occupational exposures:

1. Career & Technical Education Director
2. Secretary

B. Second List:

Those job classifications for which some of the employees have an occupational hazard:

1. Career & Technical Education Teachers
2. Teachers' Aides

C. Third List:

This list requires tasks and procedures where occupational exposure may occur and such tasks are performed by employees holding jobs listed in the second list.

1. Career & Technical Education Teachers:

working with students in and around power equipment and hand tools.

Required to use Universal Precautions. According to Universal

Precautions, all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

(See Appendix A)

2. Teachers' Aides:

working with students in and around power equipment and hand tools. Required to use Universal Precautions. According to Universal Precautions, all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens. (See Appendix A)

2. A: Compliance:

Universal precautions are currently being used and will continue to be standard procedure for all employees in the Twin Rivers Career & Technical Education Area.

The following work practices will be observed:

1. Hand washing facilities or an antiseptic hand cleaner with paper towels will be provided to the employees who are regularly exposed to blood and other potentially infectious materials. If an antiseptic is used, the employee is to wash with soap and water as soon as possible after using the antiseptic. If gloves are used, the employee is required to wash hands and skin with soap and water immediately after removing the gloves.
2. Employees who were not wearing gloves or any kind of protection and who have contacted blood or potentially infectious fluids are required to wash their skin immediately after contact with the fluid.
3. All procedures involving blood and other potentially infectious materials are to be performed in such a manner as to minimize splashing, spraying, or spattering of these fluids.
4. Personal protective equipment will be provided to employees who have an occupational exposure to potentially infectious materials. The equipment will be provided at no cost to the employees. Examples of personal protective equipment are gloves, lab coats, face masks, and eye protection.
5. Procedures for the cleaning, repairing and properly disposing of personal protective equipment used by the employees are available.
6. All worksites which are exposed to blood and other potentially infectious fluids will be cleaned on a scheduled basis and will provide immediate decontamination of all areas which are exposed to, or have been in contact with, blood and other potentially infectious materials. Broken glass which may be contaminated with infectious fluids should be cleaned up by using mechanical means and not by hand. (i.e. by dust pan and brush, tongs, forceps) *See Appendix A

7. Disposal methods and cleaning of any material which may have been contaminated by blood and/or other potentially infectious material will be provided.

2. B: Hepatitis B Vaccination

Twin Rivers Career & Technical Education Area will make available to all employees, who are occupationally exposed, the Hepatitis B vaccine and its vaccination series. A post exposure evaluation and a follow-up will be provided to all employees who have an "exposure incident". (Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, pierced mucous membrane or skin by a cut, human bite, or abrasion, contact with blood or other potentially infectious materials resulting from performance of an employee's duties.) The medical procedures, including the vaccine and its series and any treatment necessary will be made available to the employee at no cost to them, at a reasonable time and place, and to be performed under the supervision of a licensed doctor or healthcare professional at the recommended intervals of the U.S. Public Health Service. All lab tests will be conducted at an accredited lab and at no expense to the employee.

1. Hepatitis B Vaccine and Vaccination Series

This vaccine will be made available to all employees who hold a position listed in the exposure determination after they have received training and within 10 days of job assignment which would potentially expose them to blood and other potentially infectious materials. The only exceptions are (1) if the employee has received the series, (2) antibody tests show the employee is immune, or (3) medical reasons prevent the employee from receiving the vaccine. The employee may decline to take the vaccine.

If an employee does decline to receive the vaccine, he or she must sign a statement they decline the vaccine. (See Appendix B) This statement will be kept in the medical records of the employee. An employee who initially declines may decide at a later date to receive it.

If so, the same standards and regulations as described above apply. If booster shots are required, they must be made available to the vaccinated employees.

2. Post-Exposure Evaluation and Follow-Up

Every employee who has contact with potentially infectious materials is required to fill out a report on the event. After such an event, Twin Rivers Career & technical Education Area will make available to the employee a medical evaluation. The evaluation will be confidential and include the following:

(a) documentation of the exposure incident and the circumstances surrounding the exposure, and

(b) identification of the individual who was the source of the infectious material unless such identification is prohibited by law.

The source's blood will be tested as soon as possible after the exposure and after consent is obtained. The test will be for the Hepatitis B virus and the HIV virus. If the individual is already known to have either of these viruses, no testing is required. Results of the test will be made known to the employee who was exposed. The employee will be told of the applicable laws and regulations concerning the individual infected.

The employee's blood will then be tested after consent. Twin Rivers Career & Technical Education Area will provide post exposure treatment if it is medically indicated by the U.S. Public Health Service, in addition to counseling and evaluation of reported illnesses relating to the exposure incident. The health-care professional who evaluates the employee after exposure is to be provided the following information by the school corporation:

- (a) a copy of the federal regulations regarding the Exposure Control Plan,
- (b) a description of the duties of the employee as they relate to the exposure incident.,
- (c) documentation of the exposure incident and the circumstances surrounding the exposure,
- (d) results of the individual's blood test who was involved with the exposure incident, and
- (e) medical records of the employee which include vaccination status and are relevant to appropriate treatment.

The healthcare professional, within 5 days after completion of the evaluation, shall write an opinion as to whether the employee should receive a Hepatitis B vaccination and if so, whether the employee has received it. The opinion should also include information that the employee has been informed of the results of the evaluation and of any medical conditions resulting from exposure which require additional evaluation or treatment. Any other findings of diagnosis other than those listed above shall be kept confidential and should not be in the written opinion. Twin Rivers Vocational Area shall obtain a copy of this report and give it to the employee within 15 days after the evaluation has been completed.

3. Communications of Hazards to Employees

All employees who have occupational exposure to potentially infectious materials will be trained at no cost to them and during working hours. The training is to be provided at the time of the employee's initial assignment and at least annually thereafter. The annual training for all employees must be provided within one calendar year of their previous training. If an employee's tasks change or are

modified which would affect the occupational exposure of that employee, additional training is required and may be limited to addressing the new exposure created by the changes or modifications.

The training program must be presented in such a manner that all employees are able to understand and comprehend it. The program must also contain the following:

- (a) a copy of the regulations and an explanation,
- (b) a general explanation of epidemiology and the symptoms of blood borne diseases.
- (c) an explanation of the transmission modes of blood borne diseases.
- (d) an explanation of the school corporation's exposure control plan and of how an employee may obtain a copy of it.
- (e) an explanation of the various ways to recognize tasks and activities which may expose a person to blood and other potentially infectious materials.
- (f) an explanation of the methods which will reduce or eliminate exposure including use of work practices and personal protective equipment.
- (g) information of the proper use, handling, selection, and disposal of personal protective equipment.
- (h) information on the Hepatitis B vaccine including its safety, method of administration, and benefits, and that it will be offered free of charge.
- (i) information on actions to take and the people to contact in an emergency situation involving blood and other potentially infectious materials.
- (j) an explanation of the procedure to be followed if an exposure incident occurs including reporting requirements and that a medical follow-up will be available.
- (k) information about the post-exposure evaluation and follow-up, and
- (l) an opportunity for questions and answers between the employees and the trainer.

The person who conducts the training will be someone who is knowledgeable about blood borne pathogens, their transmissions and vaccinations, and how it relates to the school setting.

4. Recordkeeping

Twin Rivers Career & Technical Education Area will keep and maintain an accurate medical record of each employee with occupational exposure. The record will include:

- (a) name and social security number of employee.
- (b) Hepatitis B vaccine status, dates of the vaccinations, and medical records relating to the employee's ability to receive the vaccinations.
- (c) copy of all exams, medical tests, and follow-up procedures done after an exposure incident the employee reported.
- (d) copy of information given to the healthcare professional after an exposure incident.

The medical records of each employee will be kept confidential and cannot be released, disclosed, or reported to anyone within or outside of Twin Rivers Career & Technical Education Area without the express written consent of the employee. The only exception is if the disclosure of the medical record is required by law or the regulations. These records will be maintained for the duration of the employee's employment plus 30 years.

Twin Rivers Career & Technical Education Area will maintain training records and these records will include the following items:

- (a) dates of the training sessions
- (b) a summary of the training sessions
- (c) names and qualifications of the persons conducting the training sessions, and
- (d) names and job titles of all employees attending the sessions.

The training records will be maintained for 3 years from date the training occurred. All of the records required to be maintained will be made available to the Assistant Secretary of Labor for Occupational Safety and Health and/or the Director of the National Institute for Occupational Safety and Health or their designated representatives for examination and copying.

3. Procedure for Evaluation of Exposure Incident

- A. Any employee who is, or believes that they have been, involved in an exposure incident must report this in writing to the immediate supervisor as soon as possible after the incident occurs. This written report is to contain a description of who, what, when, and where of the incident and a copy must be given to the vocational director.

- B. The Career & Technical Education Director will conduct an investigation of the exposure incident. The investigation must include at least the following:
 - 1. date and time of incident,
 - 2. location of incident,
 - 3. names of all adults and their job titles,
 - 4. names of all students involved,
 - 5. questioning of those involved to understand what happened and what actions were taken by those involved,
 - 6. determination if proper procedures were followed, including the use of Universal Precautions, and
 - 7. recommendation(s) on to either lessen the chance of reoccurrence or to eliminate it entirely.

- C. The Career & Technical Education Director or designee will do a periodic follow up on reported exposure incidents to determine if preventive steps have been taken.

**TWIN RIVERS CAREER & TECHNICAL
EDUCATION AREA**

**EXPOSURE CONTROL PLAN FOR BLOOD
AND OTHER POTENTIALLY INFECTIOUS MATERIAL**

CAREER & TECHNICAL EDUCATION DIRECTOR:

Procedure for Investigating an Exposure Incident

The Career & Technical Education Director will conduct an investigation of the exposure incident by answering the following seven questions:

1. Date and time of incident: _____

2. Location of incident: _____

3. Names of all adults and their job titles: _____

4. Names of all students involved: _____

5. List what happened by questioning those involved to understand what happened and what actions were taken by those involved:

6. Determine if proper procedures were followed, including the use of Universal
Precaution _____

7. Recommendation(s) on how to lessen the chance of reoccurrence or to eliminate it
entirely _____

**TWIN RIVERS CAREER & TECHNICAL
EDUCATION AREA**

**EXPOSURE CONTROL PLAN FOR BLOOD
AND OTHER POTENTIALLY INFECTIOUS MATERIALS**

EMPLOYEE:

Procedure for Reporting Exposure Incident

Any employee who is, or believes that he/she has been, involved in an exposure incident must report this in writing to the immediate supervisor as soon as possible after the incident occurs by completing the following four questions:

1. Name(s) of person(s) involved: _____

2. Describe what happened: _____

3. When the incident occurred (time and date): _____

4. Where the incident occurred: _____

TWIN RIVERS CAREER & TECHNICAL EDUCATION AREA

APPENDIX B

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.

Signature

Job Title

Date

Witness

Date