



Bloodborne Pathogen Safety Program

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Purpose and Scope

Bloodborne Pathogens Exposure Control Program

This document was prepared to help Outsource Utility Contractor Corp. implement the requirements of the Bloodborne Pathogens Exposure Control Program. The Bloodborne Pathogens Exposure Control Program establishes the roles, responsibilities, and minimum program elements for complying with the requirements of the state and federal occupational safety and health exposure control regulations.

The implementation guidelines contain general expectations for Outsource personnel in developing and implementing a site-specific Bloodborne Pathogens (BBP) Exposure Control Plan. These guidelines provide answers to questions that Outsource executives may have about implementing the program and about Bloodborne Pathogens Exposure Control issues.

Tools to help implement the program

The attachments contain tools that Outsource UCC may use to meet the requirements of the corporate Bloodborne Pathogens Exposure Control Program.

- Attachment A contains an evaluation tool to assist in the evaluation of occupational exposures.
- Attachment B is a tool to help evaluate tasks for BBP hazards.
- Attachment C is a summary of the incident levels in the Outsource Program.
- Attachment D is a site-specific BBP Exposure Control Plan checklist.

General Expectations

The general expectations of Outsource employees for implementing the Bloodborne Pathogens Exposure Control Program are described in this section.

Outsource Organization & Environmental Specialists (SESs)

- Provide technical assistance as needed in developing and implementing an Exposure Control Plan to ensure that it meets the requirements of this program.
- Evaluate the type and detail of the site-specific BBP Exposure Control Plan required for facilities in their area of responsibility (AOR).
- Assist Outsource executives with incident investigations to ensure a timely determination of exposure incident status.
- Investigate all bloodborne pathogen exposure-related incidents to ensure that proper follow-up measures are taken and to ensure proper site decontamination; complete appropriate documentation.
- Work with company safety personnel to identify tools and work practices to minimize exposure to sharps and other hazards that may lead to exposure to bloodborne pathogens.

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- Ensure that the site-specific BBP Exposure Control Plan and Sharps Injury Log are reviewed at least annually.
- Ensure that proper warning labels and signs are in place at medical facilities in their AOR and at the site of BBP-related incidents.
- Work with onsite personnel to control access to a BBP incident site.

Site Manager

- Ensure that a site-specific BBP Exposure Control Plan that meets the requirements of this program is developed and implemented.
- Complete an occupational exposure determination for all job classifications at the site.
- Ensure that the proper personal protective equipment in the appropriate sizes is readily available at the worksite.
- Ensure that appropriate decontamination, cleanup, and waste handling procedures related to bloodborne pathogens are implemented.
- Ensure that Good Samaritan reporting responsibilities and response procedures are included in site-specific training.
- Ensure that the training required by this program is revised when changes take place such as introduction of new engineering, work practice, and administrative controls; modification of a task or procedures; or introduction of new tasks or procedures that may affect exposure.

Corporate Medical

- Develop healthcare provider procedures for BBP-related incident investigations, evaluations, and follow-up (determination/ definition of an exposure incident, biological testing, medical follow-up, post-exposure prophylaxis, and counseling).
- Following an incident involving the release of body fluids and potential exposure to individuals other than the source, determine whether an exposure incident has occurred.
- Ensure that personnel in job classifications designated as occupationally exposed (excluding first aid providers who administer first aid only collateral to their routine work assignments) are offered pre-exposure hepatitis B vaccinations.
- Maintain BBP-associated medical records and vaccination declinations.

Workers' Compensation

- Record BBP exposure incidents on the OSHA 300 log as appropriate.
- Record on the OSHA 300 log all work-related needle sticks and cuts from sharp objects that are contaminated with another's blood or OPIM.
- Coordinate follow-up medical care if an employee becomes ill or the initial medical evaluation by the designated healthcare professional indicates a work-related illness related to the exposure.
- Maintain Workers' Compensation records associated with a BBP-exposure illness or injury.

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Supervisors

- Contact the appropriate SES or Outsource Safety to ensure that appropriate procedures are followed when a BBP-related incident occurs.
- Follow the Outsource injury and illness reporting process to ensure that the affected employee is referred to Workers' Compensation.
- Enter any qualifying incidents involving skin penetration with a contaminated sharp in the Sharps Injury Log.
- Ensure that any occupationally exposed employee who declines the hepatitis B vaccinations signs a Hepatitis B Vaccine Declination form.

Affected Employees

- Participate in training related to this Program.
- Maintain awareness of any bloodborne pathogen exposure hazards in the work area.
- Follow the requirements of the site-specific BBP Exposure Control Plan when job duties involve potential exposures.
- Report any exposure to blood or other body fluids, other than employee's own, to a supervisor immediately.
- Report any skin penetration with a contaminated sharp to a supervisor immediately.
- Properly store and dispose of any needles or sharps brought to work for personal medical use.

Questions and Answers

The following are questions and answers on a variety of topics related to implementing the Bloodborne Pathogens Exposure Control Program.

Occupational Exposure Determination

Exposure Determinations

- Are all the occupationally exposed job classifications for Outsource listed in the Program?

Answer: No. Corporate Safety addressed the job classifications we thought might have occupational exposure to bloodborne pathogens or have some other critical role in the Bloodborne Pathogens Exposure Control Program. We did not evaluate every job classification in the company. There may be other job classifications that have routine or infrequent exposure.

It is the Site Manager's responsibility to evaluate the job classifications in his/her area of responsibility to determine whether additional job classifications should be added. This responsibility may be delegated; for example, the Site Manager may request that someone in each business unit or line on the site perform the assessment and return the results to him/her.

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- What criteria are used to determine whether an employee is occupationally exposed according to the Outsource' Bloodborne Pathogens Exposure Control Program?

Answer: Occupational exposure is defined as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

To assist in making a BBP occupational exposure determination, refer to Attachment A.

Universal Controls

- Will employees be disciplined if they provide emergency medical care, including first aid, without practicing universal precautions?

Answer: Every incidence involving the provision of emergency medical care without the use of proper universal precautions and protections must be investigated by the business unit safety group or Corporate Safety. The objectives of the investigation is to determine why appropriate universal precautions were not employed, the consequences of the lack of universal precautions, and whether there are any equipment or procedural changes that might help avoid similar situations in the future. Disciplinary decisions are not part of the investigation.

Outsource management is responsible for any decision regarding employee discipline. Those discussions and actions are strictly separated from safety investigations.

Specific Task Controls

- How do I determine the appropriate controls for a task that may expose employees to blood or OPIM?

Answer: A task involving potential exposure to blood or OPIM should be treated like any other job that poses potential hazards. A pre-job evaluation should be completed that identifies the hazards, the sources of the hazard, and the appropriate controls.

Hepatitis B Vaccinations

- Who pays for the hepatitis B vaccination series?

Answer: If the vaccinations are being given to an occupationally exposed employee under pre-exposure conditions, the Outsource UCC is responsible for the cost.

If the vaccinations are required due to a BBP-related incident, Outsource UCC will pay for all medical evaluations, vaccinations, counseling, and medical follow-up unless the employee files a Report of Industrial Injury (161). Once the Report of Industrial Injury is filed, Workers' Compensation manages all care and costs.

- What is the procedure if an occupationally exposed employee declines the hepatitis B vaccine and later decides he/she wants it?

Answer: Occupationally exposed employees may change their minds and elect to have the hepatitis B vaccination series. When an occupationally exposed employee informs his/her supervisor that he/she wants the hepatitis B vaccination, the supervisor should inform Corporate Medical as soon as

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possible. The supervisor will need to confirm that the employee has had the BBP Exposure Control Compliance training, which includes information on the hepatitis B vaccination.

If there is going to be a delay in providing the vaccination, the supervisor should consult Corporate Medical about removing the employee from tasks that might expose the employee to blood or OPIM until the vaccination series has been provided.

Incidents

- If equipment is damaged during a bloodborne pathogen-related incident and must be serviced, does it have to be decontaminated first?

Answer: The equipment must be decontaminated if feasible. If the decontamination process could place employees at risk or further damage the equipment, the equipment must be labeled with a biohazard label that specifies which portions of the equipment remain contaminated. SCE must also ensure that this information is provided to the servicing representative and/or manufacturer (as appropriate) before servicing, handling, or shipping.

- What are appropriate disinfectants for decontaminating equipment or working surfaces?

Answer: The choice of disinfectants depends on the equipment involved, the surrounding environment, and other hazards in the area.

Disinfectants that should be considered include diluted bleach solutions, Environmental Protection Agency (EPA) registered tuberculosis's, sterilants, or products registered as effective against HIV or HBV. The lists of EPA registered products are available from the National Antimicrobial Information Network at 1-800-447-6349 or the website <http://ace.orst.edu/info/nain/lists.htm>.

- How do I determine whether a surface is properly disinfected?

Answer: In most circumstances, it is not practical to conduct laboratory testing to verify decontamination of surfaces and equipment. At a minimum, all visible indications of blood or OPIM should be removed and the surfaces wiped with an appropriate disinfectant. For equipment contamination where the body fluids may have seeped into spaces that are not readily accessible, the equipment manufacturer should be consulted on the best decontamination approach.

Note: Some disinfectants must remain in contact with the contaminated surfaces for a specific period of time. Decontamination is not complete if the full contact time is not adhered to.

Attachments

Attachment A, Occupational Exposure Evaluation Tool

Attachment B, Bloodborne Pathogen Hazard Evaluation Tool

Attachment C, Bloodborne Pathogen Incident Levels Summary

Attachment D, Site-Specific BBP Exposure Control Plan Checklist

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Attachment A. Occupational Exposure Evaluation Tool

Job Classification:				
Location:				
Date of Evaluation:		Evaluator:		
Describe tasks performed by job classification that are under consideration for exposure to blood or OPIM:				
			Yes	No
1	Do job duties include responsibilities for providing medical care or treatment including first aid?			
2	Do job duties involve or have the potential to involve physically handling injured or ill employees including moving injured and/or bleeding personnel?			
3	Do job duties involve or have the potential to involve decontaminating equipment or surfaces contaminated with blood or other potentially infectious materials?			
4	Do job duties involve or have the potential to involve cleaning up broken glass or other sharps contaminated with blood or OPIM?			
5	Do job duties involve or have the potential to involve handling equipment or materials <i>visibly</i> contaminated with blood or other potentially infectious materials?			
6	Are the BBP-related tasks construction work?			
Note: Do not consider the use of personal protective equipment in the evaluation.				
If the answers to any of Items 1 through 5 is yes, the job classification is considered occupationally exposed.				
If the answer to Item 6 is yes, the Bloodborne Pathogen regulation does not apply.				
As a result of the above analysis:			Yes	No
Is the job classification occupationally exposed?				

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Attachment B. Bloodborne Pathogen Hazard Evaluation Tool

Task:	
Job Classification:	
Personal Protective Equipment	
	Required
	Options
Potential skin exposure	<input type="checkbox"/> Latex gloves <input type="checkbox"/> Coveralls <input type="checkbox"/> Liquid resistant apron <input type="checkbox"/> Rain suit
Potential facial/eye exposure	<input type="checkbox"/> Safety glasses with solid side shields <input type="checkbox"/> Goggles <input type="checkbox"/> Face shield
Shoe protection	<input type="checkbox"/> Shoe covers <input type="checkbox"/> Boots
Hair protection	<input type="checkbox"/> Hooded coverall
Hygiene	
	Required
	Options
Field hand washing	<input type="checkbox"/> Antiseptic novelettes
Plumbed hand washing	<input type="checkbox"/> Soap
Emergency eyewash/shower	
Shower	
Other Controls	
Required	Options
	<input type="checkbox"/> CPR mouth barrier
	<input type="checkbox"/> Tongs for picking up sharps
	<input type="checkbox"/> Brush and dust pan
	<input type="checkbox"/> Liquid resistant bags for waste
Comments:	

Attachment C. Bloodborne Pathogen Incident Levels Summary

Level	Identifying Conditions	Decontamination	Follow-Up
Simple	<ul style="list-style-type: none"> • No others exposed • Droplets or small spray of blood or fluid maximum release • Contamination area small • Can clean up release with readily available materials • Waste easily disposed of 	<ul style="list-style-type: none"> • Wipe off any contamination with tissues or other flushable material. • Wipe area with antiseptic wipe from first aid kit. • Flush contaminated tissues. • Put antiseptic wipe in common trash. 	<ul style="list-style-type: none"> • Follow organization's injury reporting process.
First Aid	<ul style="list-style-type: none"> • Someone provides first aid • Droplets or small spray of blood or fluid maximum release • Contamination area small • Can clean up release with readily available materials • Waste easily disposed of 	<ul style="list-style-type: none"> • Wipe off any contamination with tissues or other flushable material. • Wipe area with antiseptic wipe from first aid kit. • Flush contaminated tissues. • Put antiseptic wipe in common trash. 	<ul style="list-style-type: none"> • Follow organization's injury reporting process. • Report BBP-related incident to Corporate Medical and complete the BBP-Related Incident Report.
Complex	<ul style="list-style-type: none"> • Exposed employees other than source • Other employees involved in cleanup • Contamination beyond immediate area • Broken glass or sharps involved • Equipment decontamination required • Decontamination presents new hazards • Waste cannot go in common trash 	<ul style="list-style-type: none"> • Supervisor or SES controls area until decontamination plan developed & executed. • Set up barriers defining contamination area. • Identify any hazards (electrical, mechanical, etc.). • Estimate area to be cleaned (consider walls and ceiling as well as floors). • Call Corporate Safety. 	<ul style="list-style-type: none"> • Follow organization's injury reporting process. • Report BBP-related incident to Corporate Medical and complete the BBP-Related Incident Report.

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Level	Identifying Conditions	Decontamination	Follow-Up
Catastrophic	<ul style="list-style-type: none"> • Exposed employees other than source • Large contamination area • Fatality or serious injury • Hazardous chemicals or other hazards increase decontamination risks • Large volume of BBP waste 	<ul style="list-style-type: none"> • Supervisor or SES controls area until decontamination plan developed & executed. • Cooperate with any government agencies that want to control decontamination. • Identify any hazards (electrical, mechanical, etc.) • Estimate area to be cleaned (consider walls and ceiling as well as floors) • Call Corporate Safety. 	<ul style="list-style-type: none"> • Follow organization's injury reporting process. • Report BBP-related incident to Corporate Medical and complete the BBP-Related Incident Report.

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Attachment D. Site-Specific BBP Exposure Control Plan Checklist

Site-Specific BBP Exposure Control Plan Checklist			
Element	Complete	Not Complete	N/A
Site-specific BBP Exposure Control Plan is completed.			
Exposure Determination			
Procedures are in place to determine which employees are Occupationally Exposed, whether all or some of the employees in affected job classification are exposed, and types of tasks and procedures in which occupational exposure may occur are identified.			
A BBP Occupational Exposure evaluation for current employees in the AOR has been completed and a list developed.			
Universal Controls			
The universal engineering and work practice controls and personal protective equipment used to eliminate or minimize employee exposure have been identified and documented.			
<p>The plan specifically prohibits the following practices:</p> <ul style="list-style-type: none"> • Eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in contaminated areas. • Bending, breaking, or other unnecessary handling of sharps. • Taking contaminated equipment or clothing outside a designated containment area. • Reusing disposable gloves. 			
Controls			
Safe practices for Outsource personnel who must bring and use needles or other medically related sharps onto SCE property for personal medical use have been specified.			

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Site-Specific BBP Exposure Control Plan Checklist			
Element	Complete	Not Complete	N/A
<p>The plan includes the following requirements:</p> <ul style="list-style-type: none"> • Needles and other medical sharps brought onsite for medical use shall be secured from general access (for example, in a locked drawer, briefcase, or purse). 			
<ul style="list-style-type: none"> • Needles and other medical sharps shall be disposed of properly. Whenever safe and feasible, used needles or other medical sharps resulting from personal use shall be taken off property by the employee for disposal. 			
Job-Specific Controls			
<p>The plan describes:</p> <ul style="list-style-type: none"> • Engineering and work practice controls and personal protective equipment for controlling exposure to BBP that are specific to each occupationally exposed job classification. 			
<ul style="list-style-type: none"> • Procedures for maintaining engineering controls and personal protective equipment in effective condition. 			
<ul style="list-style-type: none"> • Procedures for periodically evaluating and updating specified engineering and work practice controls. 			
<ul style="list-style-type: none"> • Posting of appropriate warning signage where appropriate. 			
Hepatitis B Vaccinations			
<p>The plan states the availability of the hepatitis B virus (HBV) vaccine and vaccinations to all employees who have occupational exposure to blood and OPIM (except collateral first aid providers).</p>			
<p>The plan has procedures for ensuring that employees who transfer to a job or whose job is reclassified to include exposure to bloodborne pathogens are offered and receive the vaccinations before performance of duties that may result in occupational exposure to blood or OPIM.</p>			

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Site-Specific BBP Exposure Control Plan Checklist			
Element	Complete	Not Complete	N/A
The plan has procedures to ensure that proper documentation is completed if an employee in a job classification designated as occupationally exposed declines the hepatitis B vaccination series.			
The plan has procedures to ensure that exposed employees and exposed Good Samaritans receive appropriate medical follow-up.			
The plan has procedures to ensure that employees receiving the hepatitis B vaccination have been properly trained.			
Incident Reporting, Response, and Investigation			
The plan contains procedures for the following requirements:			
<ul style="list-style-type: none"> Reporting BBP incidents to Corporate Medical before the end of the work shift in which the incident occurred. 			
<ul style="list-style-type: none"> Completing the BBP-Related Incident Report. 			
<ul style="list-style-type: none"> Having potentially exposed employees wash their face and hands as soon as possible following the incident. 			
<ul style="list-style-type: none"> Providing the required information for the healthcare provider evaluating exposed personnel. 			
<ul style="list-style-type: none"> Ensuring that employees who have blood or OPIM from other persons on their clothing wash contaminated areas and are provided with clean clothing or the contaminated clothing is protected from contaminating other surfaces. 			
<ul style="list-style-type: none"> Conducting an investigation of all BBP-related incidents. 			
<ul style="list-style-type: none"> When appropriate, completing the Sharps Injury Log. 			
Training			
<p>The site has:</p> <ul style="list-style-type: none"> Customized the model Bloodborne Pathogens Exposure Control Compliance training with site-specific information. 			

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Site-Specific BBP Exposure Control Plan Checklist			
Element	Complete	Not Complete	N/A
<ul style="list-style-type: none"> Completed the Bloodborne Pathogen Awareness Training with site-specific information. 			
<ul style="list-style-type: none"> Received approval for BBP-related training materials from Corporate Safety. 			
The plan contains procedures to ensure that:			
<ul style="list-style-type: none"> All TDBU lineman and Generation crafts receive Bloodborne Pathogens Exposure Control Awareness training. 			
<ul style="list-style-type: none"> All occupationally exposed employees are trained before performing tasks that may result in exposure to blood or OPIM. 			
<ul style="list-style-type: none"> All employees receiving first aid and/or CPR training also receive Bloodborne Pathogens Exposure Control Awareness training. 			
<ul style="list-style-type: none"> Employees who are involved in an exposure incident have BBP training before receiving the hepatitis B vaccination. 			
Program Evaluation			
Procedures are in place to review Sharps Injury Logs at least annually.			
Procedures are in place to evaluate the site-specific BBP Exposure Control Plan annually.			