

GCCC Policy Add Template

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Policy Statement: It is the policy of Garden City Community College to provide protection for employees. Protection from bloodborne pathogens and other potentially infectious material is promoted at GCCC.

Procedures:

1. GENERAL PROGRAM MANAGEMENT

A. AVAILABILITY OF EXPOSURE CONTROL PLAN TO EMPLOYEES

The OSHA standard relating to bloodborne pathogens (29 CFR 1910.1030) became effective March 5, 1992. GCCC will make available the following plan to all employees.

Caution should be taken to prevent exposure to blood or other bodily fluids for personal protection during any humanitarian gesture, such as assisting another employee who has a nose-bleed or is bleeding as the result of an injury. Such exposures must be reported to the College Health Nurse immediately.

The exposure to blood and/or bodily fluids is minimal for most employees at GCCC, as outlined in Appendix B. However, it must be recognized that minor lacerations and abrasions are more common in some areas where physical labor is involved.

Occupational exposure to blood or other potentially infectious material may also be expected for other employees, such as College Health Nurse, Nursing Instructors, EMST Instructors, Athletic Trainers, Student Athletic Trainers, Child Care, and Campus Security. Exposure risks and safe practices are outlined in Appendix A.

It is the college's recommendation to use available first aid kits and gloves for all minor injuries. Injuries of a minor nature may also be treated in the College Health Office. For major injuries, trained fire and ambulance personnel are within five (5) minutes response time to the college. It is advised to call 911 for major injuries.

2. METHODS OF COMPLIANCE

A. UNIVERSAL COMPLIANCE

Bloodborne pathogens are microorganisms in the human body that can cause disease in humans. (The major concern is from the risk of contracting the AIDS or Hepatitis B virus from exposure in the workplace.)

Exposure or contact with human blood or other potentially infectious materials is a remote possibility for the general employee. However, should contact occur with blood or other potentially infectious material, it is recommended the occurrence be treated as a possible exposure incident. This would entail notifying one's supervisor and referral for a post-exposure evaluation by the COLLEGE HEALTH NURSE or the designated Worker's Compensation physician.

Employers and employees must treat all blood and certain bodily fluids as being infectious. Therefore, each one must be aware of the risks of exposure and understand the dangers involved with possible outcomes.

Initial training of new employees regarding GCCC BBP concerns, will occur within 30 days of hiring. Updates will occur as new information becomes available.

B. TRAINING

Training regarding exposure to blood and other potentially infectious materials appropriate to the employee's job designation will be provided as follows:

- 1.** General employees will receive bloodborne pathogen training upon employment at Garden City Community College. Copies of the printed BBP Standard will be available for all employees upon request. Training records which include signatures/position of trainee and description of training sessions, will be kept on file in the College Health Office and Human Resources. Updates regarding BBP information will be made available to employees as it becomes available.
- 2.** Custodial staff will receive yearly training on decontamination of areas contaminated with blood or other potentially infectious materials. Custodians are the designated employees to decontaminate a site that has been contaminated with blood or other potentially infectious material. Appendix C outlines work tasks and safe practices for custodians.
- 3.** Employees who may expect to have exposure to blood or other potentially infectious material as part of their job duties will maintain current CPR/First Aid certification. This includes the Athletic Trainers, Student Athletic Trainers, Campus Security and Child Care employees. Nursing Instructors, EMST Instructors, and College Health Nurse will maintain current CPR certification. Job duties and the risk for exposure for this category are outlined in Appendix A.

C. PERSONAL PROTECTIVE EQUIPMENT

Always take precautions and use proper personal protective equipment to avoid any contamination or exposure.

1. For employees whose job description may expose them to blood or other potentially infectious materials, bags containing protective face mask, protective liquid proof gown, protective eye shield, CPR one-way valve mouth cover, and latex gloves will be available. PPE's will be kept in an easily accessible space in their work environment. COLLEGE HEALTH NURSE will monitor and restock these items.
2. First Aid Kits and gloves will be available with all building secretaries for use by employees in minor injuries. Building secretaries will monitor kits and gloves and notify COLLEGE HEALTH NURSE for re-stocking.
3. All custodial staff will be provided with personal protective equipment such as shoe covers, disposable gowns, masks, eye protection and gloves, either vinyl and/or latex, to be kept in custodial closets. Each custodian will monitor their supplies and request replacements from the CUSTODIAL SUPERVISOR when needed.

D. ENGINEERING CONTROLS

Cleanliness is the ultimate preventative measure that includes the presence of washing facilities and soap in all locations. Employees are encouraged to use them routinely as well as requiring their use when an exposure to blood or other bodily fluids occurs.

Work practice controls for employee safety are as follows:

1. Nursing Instructors, College Health Nurse, Athletic Trainers/Students, EMST Instructors will adhere to the "Needlestick Safety & Prevention Act" effective April 18, 2001, which states **only hypodermic needles that can be sheathed or retracted may be used at GCCC.**
2. Disposal of sharps will occur in appropriate sharps containers. The purchase and disposal of the appropriate sharps containers shall be the responsibility of each department responsible for the origination of sharps. They are as follows:

College Health Office
GCCC Science Department, Athletic Training, Nursing Department, EMST Department

3. In the occurrence of a large blood spill at GCCC, decontamination of an area will be the responsibility of GCCC CUSTODIAL STAFF. Contaminated areas will be decontaminated and wastes generated by the blood spill will be disposed of in a Safety Kleen Corporation container stored in the Physical Plant for this specific purpose. Custodians will obtain this container by notifying the CUSTODIAL SUPERVISOR. Disposal of a used container will be per instructions of Safety Kleen Corporation. Purchasing, monitoring the availability and storage of replacement containers will be the responsibility of the CUSTODIAL SUPERVISOR.

E. HOUSEKEEPING

For the protection of our employees, GCCC promotes the proper cleanup of bloodborne pathogens and

certain bodily fluids in the workplace. In the event of minor and major spills of blood, chemical sterilization of the environment is required. Employees are asked to contact the BUILDING CUSTODIAN for proper environmental decontamination and disposal of contaminated wastes. If the Building Custodian is unavailable, employees may contact the CUSTODIAL SUPERVISOR.

F. HEPATITIS B VACCINATION

Employees who have occupational exposure to blood or OPIMs as part of their job duties will be offered the Hepatitis B vaccination upon employment at no cost. If they have received the Hepatitis B series, they will provide substantive dates to the College Health Nurse to be kept on file in the College Health Office.

Employees who are accidentally exposed to blood or other potentially infectious bodily fluids will report the incident to their supervisors immediately. The supervisor will refer the employee to the CAMPUS HEALTH OFFICE or Worker's Compensation designee during the same work shift as the possible exposure. If an incident is evaluated to be an exposure, the HBV vaccine will be offered to the employee at no cost. Employees who choose not to receive the Hepatitis B vaccine must sign a declination form, which will be kept on file in the COLLEGE HEALTH OFFICE. These employees at a later date may opt to receive the vaccine at no additional cost.

G. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Post-exposure evaluation and follow-up will be made available to all employees who have had an exposure incident, free of charge. The follow-up includes a confidential medical exam that documents the circumstances of exposure, identifies and tests the source individual, if feasible, tests of the exposed employees blood if he/she consents, counseling for the worker, and post-prophylaxis.

APPENDIX A

JOB CLASSIFICATION: College Health Nurse, Nursing Instructors, EMST Instructors, Athletic Trainers & Student Athletic Trainers

<u>Work Task</u>	<u>Exposure Situation</u>
Handling Patients	Contact with blood and other potentially infectious materials (OPIMs)
Handling syringes & needles & other sharp objects used in medical activities	Accidental self-inoculation, needle-sticks, & cuts resulting in contact with blood & OPIMs
Collecting and testing specimens of blood & OPIMs	Accidental self-injection; spillage of fluids & aerosol droplet contamination
Handling vials and working with equipment containing blood & OPIMs	Accidental contact with OPIMs from breakage of containers, spills, splashes, & routine equipment handling procedures.
Administration of CPR	Contact with saliva, wounds of the mouth & Aerosol droplet contamination
Administering First Aid to victims of accidents or those experiencing medical difficulties	Contact with blood & OPIMs

Safe Work Practices for above classifications:

1. Follow universal precautions at all times.
2. Employees must wear gloves whenever they anticipate touching blood, bodily fluids, mucous membranes, or non-intact skin while they conduct their operations. Gloves must be worn when handling items or surfaces obviously contaminated with blood or bodily fluids. If a glove is torn, remove and replace the glove and replace promptly. Hands should be immediately washed after gloves are removed.
3. Hands and other skin surfaces should be washed immediately and thoroughly with water and antiseptic cleanser, if contaminated with blood or other potentially infectious materials (OPIMs). If a needle stick should occur, report the incident to the supervisor immediately. All needle stick injuries are

to be reported to the College Health Nurse. Documentation will be kept on file in the College Health Office.

4. Protective eyewear, face shield, gowns or aprons should be worn during procedures that might result in splashing or the generation of droplets of blood or OPIMs.
5. Clothing which becomes contaminated with blood or other bodily fluids during patient care activities should be removed immediately (or ASAP) and separated from other clothing until properly laundered.
6. Mouthpieces, resuscitation bags, or other ventilation devices should be available to those employees who may reasonably be expected to perform CPR.
7. Protective eyewear or face shield should be worn for invasive procedures that commonly result in generation of droplets, splashing of blood or OPIMs or bone chips.
8. Gowns or aprons should be worn during procedures that may result in splashing of blood or OPIMs.
9. Employees must take precautions to prevent injuries caused by needles, syringes, or sharp objects. Effective April 18, 2001, OSHA's revised mandate requires the use of safety needles per the "Needlestick Safety and Prevention Act". **Only hypodermic needles that may be sheathed or retracted will be used at GCCC.**
10. Mouthpieces, resuscitation bags or other ventilation devices should be available to those employees expected to perform CPR.
11. **Laundry Procedures:** Towels and clothing which become contaminated with blood or OPIMs should be removed immediately and bagged at the site of contamination. Securely closed waterproof bags will be transported to laundry area. Gloves will be worn to sort laundry and put in machines for decontamination, which will be accomplished by the addition of one cup bleach to wash water.
12. **Equipment and environmental decontamination:** Areas and equipment that become contaminated with blood or other body fluids should be cleaned immediately with a bleach solution of 1:10 to 1:100 or the use of other appropriate sanitizing agents.
13. Areas and equipment, which become contaminated with blood or OPIMs, should be cleaned immediately with a bleach solution of 1:10 TO 1:100 or the product designated for use at GCCC.
14. Pregnant employees should review safe work procedures with their supervisor.

JOB CLASSIFICATION: Campus Security

<u>Work Task</u>	<u>Exposure Situation</u>
First Aid on accident victims, victims and/or those experiencing medical emergencies	Contact with blood or other potentially of violence infectious materials (OPIMs)
Administration of CPR	Contact with saliva, open wounds of the mouth, and/or aerosol droplets
Handling of uncooperative individuals	Contact with blood, OPIMs, and/or bites
Contact with knives, guns, drug paraphernalia	Cuts and/or sticks from potentially contaminated items
Processing of crime scene during	Contact with blood or OPIMs Investigations

Safe Work Practices for Security:

1. Employees must wear gloves whenever they anticipate touching blood, bodily fluids, mucous membranes, or non-intact skin while they conduct their operations. If glove is torn, remove promptly and immediately wash hands with an appropriate antiseptic hand cleanser. Replace with a new pair of gloves. Double gloves (2 pairs) may be appropriate in some situations, depending on the amount of blood or body fluids present.
2. Hands should always be washed immediately after removing gloves.
3. Mouthpieces, resuscitation, or other ventilation devices should be available to those employees who may reasonably be expected to perform CPR. These items will be available in all Security vehicles. Other personal, protective equipment will be utilized when needed and available in all Security vehicles Also.
4. Clothing which becomes contaminated with blood or OPIMs will be removed immediately or ASAP and separated from other clothing until properly laundered.
5. Areas and equipment that become contaminated with blood or OPIMs would be cleaned immediately with a bleach solution of 1:10 to 1:100 or the product designated for use at GCCC.
6. Pregnant employees should review safe work procedures with their supervisors.

JOB CLASSIFICATION: Child Care Employees

<u>Work Task</u>	<u>Exposure Situation</u>
First Aid on cuts, scrapes, bloody noses & other injuries	Contact with blood and other potentially infectious materials (OPIMs)
Administration of CPR	Contact with saliva, open wounds of mouth & aerosol droplets
Dealing with out-of-control children	Potential for exposure involving bites

Safe Work Practices for Child Care Workers:

1. Childcare employees must wear gloves when contact is anticipated with items containing visible blood, body fluids, mucous membranes, or non-intact skin.
2. Hand washing will be utilized often by child care workers, but especially in instances involving blood or other potentially infectious materials. Hands will be washed immediately after removing gloves.
3. Kits containing mouthpieces for CPR and other personal protective equipment will be available to all childcare workers. Personal protective equipment such as gowns, masks, etc. will be utilized when blood or body fluid contact is anticipated by the worker.
4. Clothing which becomes contaminated with blood or body fluids will be removed immediately, bagged in secure, waterproof container, and taken to laundry area. Personnel will wear gloves to place contaminated laundry in washing machine, separate from other laundry.
5. Areas and equipment contaminated with blood or other bodily fluids should be cleaned with a bleach/water solution of 1:10 to 1:100 or other designated product at GCCC.
6. Childcare attendants must wear gloves when assisting children to brush teeth.
7. Employees must wear gloves when assisting children with clothing changes and cleaning necessitated by wet, soiled clothing, etc.
8. Keeping the child's back to the employee when handling uncooperative children can minimize bites.

APPENDIX B

JOB CLASSIFICATION: General Employee

Any employee who is not expected to be trained in First Aid and CPR and, therefore, not expected to administer First Aid and/or CPR in the daily administration of their job duties is categorized as a **GENERAL EMPLOYEE**. As such, these employees are not expected to be exposed to blood or other potentially infectious materials in the course of their normal workday. The employer expects the general employee to make every attempt to **avoid self-exposure to blood or other potentially infectious materials (OPIMs)**. If you believe you have had an exposure incident, notify your **supervisor** before the end of your work shift. Your supervisor will refer you to the COLLEGE HEALTH NURSE for a post-exposure evaluation. If you are determined to have had an exposure incident involving blood or other potentially infectious materials, you will be offered the Hepatitis B vaccination series at the expense of GARDEN CITY COMMUNITY COLLEGE.

The following guidelines for **GENERAL EMPLOYEES** will aid in preventing self-exposure to blood or other potentially infectious materials (OPIMs):

1. Gloves are available with each first aid kit located with building secretaries. If you anticipate a “risky” situation (example: student with nosebleed) put on a pair of gloves. Assist the individual by handing him tissues, etc, and making a trashcan available for his disposal of contaminated wastes. **Do not take or handle contaminated wastes yourself, even with gloves on**. You may escort the individual to the restroom and let him do the work. **Remember: When the individual is conscious, you stay out of the way and let him do the work with items you may provide**. In this way you avoid self contamination with blood or other potentially infectious materials. Any attempt on the part of a general employee to help another employee/person, are not be a part of your job duties and therefore, is not covered under employer liability.
2. In instances such as above, remember to utilize hand washing after removing your gloves. Gloves and hand washing are your main lines of defense against exposure to bloodborne pathogens.
3. After an incident such as above, call the BUILDING CUSTODIAN OR THE CUSTODIAL SUPERVISOR for decontamination of area and disposal of contaminated articles.
4. Clothing contaminated with blood or OPIMs needs to be removed as soon as possible, securely bagged, and laundered separately from other clothing.
5. Surfaces and equipment contaminated with blood or other potentially infectious material (OPIMs) should immediately be brought to the attention of the BUILDING CUSTODIAN. Custodians will be trained in decontamination and cleaning of areas safely.
6. In the event of a major blood spill, such as stabbing, shooting, or car accident, **call 911 immediately!**

The response level of the local EMT's is under 5 minutes. Therefore, it is very important to activate the 911 system as your first duty! After activating 911, notify **Campus Security**. Any humanitarian effort, to assist another employee who has been injured or is bleeding is **not part of your job duties as a general employee, therefore is not an employer liability**. If you attempt to aid an injured person, such as covering with a blanket, put your gloves on and practice good hand washing!

7. In the event of an exposure incident, NOTIFY YOUR SUPERVISOR if you believe you have been exposed to blood or OPIMS. Your supervisor will refer you to the COLLEGE HEALTH NURSE or the Worker's Compensation designee for further evaluation.

8. **Remember, as a general employee, your first line of defense is frequent hand washing and gloves!**

APPENDIX C

JOB CLASSIFICATION: Custodial

<u>Work Task</u>	<u>Exposure Situation</u>
Cleaning/decontamination of blood spills, after First Aid incidents or general illness.	Contact with blood or other potentially infectious such as materials (OPIMs).
Cleaning of toilets and other restroom fixtures	Contact with body fluids and material <u>containing visible blood</u>
Removal & disposal of waste and other hazardous materials	Contact with potentially contaminated material
General site clean up and decontamination	Contact with potentially contaminated material

Safe Work Practices for Custodial Employees:

1. Prior to the work shift, each employee will cover his/her open cuts and wounds with band-aids.
2. In a decontamination/clean-up situation, employees must wear gloves when blood or other potentially infectious materials (OPIMs) are anticipated to be present. The employee will judge the extent of the contaminated situation and decide which items of personal protective equipment to use with the gloves. When splashes of blood or OPIMs may be anticipated to occur, eyewear, masks, gowns and shoe covers should be utilized for clean up. When normal decontamination of restrooms and the environment occur, gloves will be used. Utility gloves may be used. However, they should be in good

condition without breaks or openings. Each time utility gloves are used they will be decontaminated in an appropriate manner with an appropriate decontaminant. It is the responsibility of each custodian to maintain his/her supply of personal protective equipment stored in the janitorial closet. Supplies shall be supplied by maintenance and the supervisor notified when re-stocking is needed.

3. Gloves must be worn when handling items or surfaces contaminated with blood or OPIMs.
4. Hand and other skin surfaces should be washed immediately after the removal of gloves in any situation. If skin surfaces should be exposed to blood or OPIMs, wash immediately and thoroughly with an antiseptic cleanser.
5. Employees should wear eye protection when cleaning toilets, sinks or other areas of potential splashes into mucous membranes.
6. Employees should take extra precaution to prevent accidental cuts and sticks by needles and glass when emptying trash containers.
7. Clothing which becomes contaminated with blood or OPIMs during custodial activities should be removed immediately (or ASAP), separated from other clothing and laundered alone.
8. Custodians will be the designated decontamination personnel in instances where blood or OPIMs contaminate environmental surfaces at GARDEN CITY COMMUNITY COLLEGE. The following guidelines will be used:
 - In small blood spills, such as nosebleeds or vomit, custodians will dispose of contaminated material in normal trash, after it has been double-bagged in regular trash bags. Areas and equipment contaminated with blood or OPIMs will be cleaned and decontaminated per cleaning policy of Custodial Supervisor.
 - In large blood spills, such as shootings, the custodian will choose proper personal protection and decontaminate the area with an appropriate sterilizer. Contaminated material generated from clean up and decontamination will be disposed of in a 5 gallon container obtained from the Custodial Supervisor. The container will be sealed and disposed per instructions of Safety-Kleen Corp. A replacement container will be obtained by the Custodial Supervisor from Safety-Kleen Corp. and stored in the Physical Plant.
9. Custodial/Maintenance Staff will dispose of full sharps containers of Nursing/EMST Department in the manner outlined in the Standard by instructions of St. Catherine Hospital specifications.

Contacts: College Health Nurse, Facilities Director, Custodial Supervisor

Approved Date: 4/1/2016

Policy History: [Click here to enter text.](#)

Keywords: Bloodborne, Pathogen, Safety, Custodial, Blood spill

Related Form: Hepatitis B Vaccine Declaration Form