



## Meiners Electric, Company Safety Manual

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LAST REVISION:

December 30, 2019

REVIEWED BY:

L. Kirk Berglund, Safety Director

FORM REF No:

SP-BBP

SUBJ:

**Bloodborne Pathogens**

# BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

## I. PURPOSE

One of the major goals of OSHA is to regulate facilities where work is carried out, to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees. Relative to this goal, OSHA has enacted the Blood borne Pathogens Standard, 29 CFR 1910.1030. The purpose of the Blood borne Pathogen Standard is to “reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other Blood borne pathogens” that employees may encounter in their workplace.

Meiners Electric believes that there are a number of good general principles that should be followed when working with blood borne pathogens. These include:

1. It is prudent to minimize all exposure to blood borne pathogens.
2. Risk of exposure to blood borne pathogens should never be underestimated.
3. Our facility should institute as many work practice and engineering controls as possible to eliminate or minimize employee exposure to blood borne pathogens have implemented this Exposure Control Plan to meet the letter and intent of the OSHA Blood borne Pathogen Standard. The objective of this plan is twofold:
  - To protect our employees from the health hazards associated with blood borne Pathogens thru training and availability of proper PPE.
  - To provide appropriate treatment and counseling should be an employee be exposed to blood borne pathogens.

## II. PROGRAM MANAGEMENT

### 1. Safety Director

- Overall responsibility for implementing the Exposure Control Plan for the entire company
- Works with job foreman and employees to develop and administer any additional blood borne pathogens related policies and practices needed to support the effective



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implementation of this plan.

- Ensures that all employees with an occupational exposure to Hepatitis-B receive the Hepatitis-B vaccine.
- Conducts periodic facility audits to maintain an up-to-date Exposure Control Plan, as well as revising and updating the plan when necessary.
- Will ensure employees are properly trained on possible risks and the use of blood borne pathogen kits. Documentation of training sessions will be kept and shall include the following; date of training, contents/summary of training sessions, instructor's name, and log sheet of attending employees.

### 2. Job Supervisors

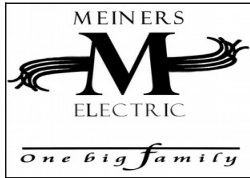
- Job supervisors are responsible for exposure control in their respective areas. They work directly with the Safety Director and our employees to ensure that proper exposure control procedures are followed.
- Ensure the availability of Blood Borne pathogen kits at the job site along with any additional PPE that may be required to protect employees, such as Tyvec type suites, protective booties, etc.
- Ensures that locations are identified at the job-site where employees can wash up in the event of an exposure and if a location cannot be identified, ensures adequate water and disinfectant towelettes are available.

### 3. Employees

- Know the proper use of the blood borne pathogen kits.
- Know how a person can be exposed and the risks involved.
- Plan and conduct all operations in accordance with our work practice controls.
- Develop good personal hygiene habits.

### III. Availability of Exposure Control Plan to Employees

To help them with their efforts, our facility's Exposure Control Plan is available to our employees at any time. Employees are advised of this availability during their



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education/training sessions. Copies of the plan are kept in the following locations.

1. Issued to all key employees
2. Gang boxes
3. Company vehicles
4. Meiners' Electric main office

### IV. Blood borne Pathogen Exposure

In construction, exposure usually is due to an employee administering first aid to a fellow employee who has been hurt. Any fluid coming from a person is considered contaminated. A few examples would be blood, saliva, cerebrospinal fluid or even vomit.

If possible, retrieve the blood borne pathogen kit and apply rubber gloves before touching the injured person and put on your safety glasses in case of splashing. If your clothing comes in contact with another employee's bodily fluids, clothing should be removed as soon as feasible. Wash hands in warm water and soap as soon as possible after exposure, even if rubber gloves are worn.

Any specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact (piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions) with blood or other potentially infectious materials is considered an exposure incident and should be reported to the employer. Immediate intervention may forestall the development of hepatitis B or enable the affected worker to track potential HIV infection.

### V. Blood borne Pathogen Cleanup.

If any surface or piece of equipment is contaminated, it must be cleaned with a concentrated disinfectant as soon as possible by an employee wearing rubber gloves. If an employee is cut by broken glass, do not attempt to pick up the broken pieces by hand, use a dustpan and broom.

All contaminated materials shall be gathered up and placed in the provided Biological Hazard bags and properly disposed of by an agency capable of handling human waste such as a hospital.

### VI. Exposure Investigation

An investigation of an exposure incident will initiate within 24 hours after the incident occurs and involves gathering the following information:



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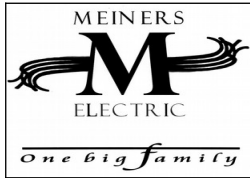
**Bloodborne Pathogens**

1. Date and time of the incident
2. Where the incident occurred
3. What potentially infectious materials were involved in the incident (such as blood)
4. Source of the material
5. Under what circumstances the incident occurred (type of work being performed)
6. How the incident was caused (accident, equipment malfunction, power outage, etc.)
7. Personal protective equipment being used at the time of the incident
8. Actions taken as a result of the incident (cleanup, medical attention)

After this information is gathered, it is evaluated, a written summary of the incident and its causes is prepared and recommendations are made for avoiding similar incidents in the future.

### **VII. Post Exposure Evaluation**

In the event of exposure to Blood borne Pathogens, an employee needs to seek the attention of a healthcare professional. Reporting an exposure incident right away permits immediate medical follow-up. Immediate intervention can forestall the development of Hepatitis B or enable the affected worker to track potential HIV infection. Prompt reporting also can help the worker avoid spreading blood borne infection to others. The source individual's blood will be tested if the person gives written consent. Whether the affected employee's blood is tested and how often will be at the discretion of the healthcare professional. A copy of the Exposure Incident Form will be provided along with the employee's medical records, if necessary.



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**EXPOSURE INCIDENT INVESTIGATION FORM**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Location: \_\_\_\_\_

Potentially Infectious Materials Involved (Type and Source): \_\_\_\_\_

\_\_\_\_\_

Circumstances (work being performed, etc.): \_\_\_\_\_

\_\_\_\_\_

How Incident was Caused (accident, equipment malfunction, etc.): \_\_\_\_\_

\_\_\_\_\_

Personal Protective Equipment Being Used: \_\_\_\_\_

\_\_\_\_\_

Actions Taken (decontamination, clean-up, reporting, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendations for Avoiding Repetition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## POST-EXPOSURE EVALUATION AND FOLLOW-UP CHECKLIST

The following steps must be taken, and information transmitted, in the case of an employee's exposure to Blood borne Pathogens

<u>Activity</u>	<u>Completion Date</u>
1. Employee furnished with documentation regarding exposure incident	<input type="text"/>
2. Name of source individual	<input type="text"/>
3. Source individual's blood tested and results given to exposed employee	<input type="text"/>
_____ Consent has not been able to be obtained	
4. Exposed employee's blood collected and tested	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>
5. Appointment arranged for employee with healthcare professional	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>

\_\_\_\_\_  
(Professional's name)

6. Documentation forwarded to healthcare professional
- \_\_\_\_\_ Blood borne Pathogens Standard
- \_\_\_\_\_ Description of exposed employee's duties
- \_\_\_\_\_ Description of exposure incident, including routes of exposure
- \_\_\_\_\_ Result of source individual's blood testing
- \_\_\_\_\_ Employee's medical records