

I. PURPOSE AND POLICY

The purpose of the Exposure Control Plan for Lordsburg Municipal Schools is to implement the requirements of OSHA Standard 29 CFT 1910.1030 Bloodborne Pathogens, and thereby reduce the risk of employee infection with bloodborne pathogens such as, but not limited to, Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) which results in the disease commonly known as AIDS. The OSHA standard is included as Appendix I of this plan.

The policy of this district is that employees shall adhere to Universal Precautions. Universal Precautions is an approach to infection control. According to this concept, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

II. EXPOSURE DETERMINATION

Appendix IIA of this exposure control plan lists job classifications in which all district employees have been identified as having occupational exposure as defined in Appendix III.

Appendix IIB lists job classification in which some employees have occupational exposure and personal protective equipment required.

Appendix IIC lists job classifications in which the normal routine involves no occupational exposure and the worker can decline to perform tasks which involve a perceived risk without retribution.

The exposure determinations have been made without regard to the use of personal protective equipment.

III. METHODS OF COMPLIANCE

A. General

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials.
2. Under circumstances which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

B. Engineering and Work Practice Controls

- 1. Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials. If hand washing facilities are not immediately available, employees shall use antiseptic hand cleaner or towelettes, and shall wash hands with soap and water as soon as feasible.**
- 2. All personal protective equipment shall be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately designated area or container for storage, washing, decontamination or disposal.**
- 3. Used needles shall not be sheared, bent, broken, recapped, or removed by hand. Any exception must comply with 29 CFR 1910.1030 (d) (2) (vii).**
- 4. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood for occupational exposure.**
- 5. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on counters or benchtops where blood or other potentially infectious materials are present.**
- 6. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering and generation of droplets.**
- 7. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.**
- 8. Specimens of blood or other potentially infectious materials should be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.**
 - a. The container for storage, transport or shipping shall be closed and labeled or color coded according to paragraph F of this program.**
 - b. If outside contamination of the primary container occurs, it shall be placed within a second container which prevents leakage during handling, processing, storage, transport or shipping. The second container shall be labeled or color coded according to paragraph F of this program.**

- c. If the specimen could puncture the primary container, It shall be placed in a puncture resistant second container meeting the characteristics of the above paragraph.
9. Equipment which may become contaminated with blood or other potentially infectious material shall be decontaminated as necessary unless decontamination is not feasible.
 - a. Contaminated equipment shall be labeled according to requirements in paragraph F of this program and shall state which portions remain contaminated.
 - b. It is responsibility of Lordsburg Municipal Schools to notify all affected employees, the servicing representative and/or manufacturer of shipping of contaminated equipment so that appropriate precautions can be taken.

C. Personal Protective Equipment

1. When there is occupational exposure, employees will be provided and shall use appropriate personal protective equipment such as gloves, aprons, lab coats, head and foot covering, face shields or masks and eye protection and mouthpieces, resuscitation bags, pocket masks or other ventilation devices. The appropriate personal protective equipment shall be discussed with each employee and shall be required based upon the tasks involved and the hazards of the job duty.
2. Appropriate personal protective equipment in the appropriate sizes will be provided at the work site.
3. Cleaning, laundering, or disposal of personal protective equipment will be provided by the employer without cost to employees.
4. When necessary, personal protective equipment will be repaired or replaced by your employer.
5. **GLOVES:** Gloves shall be worn when it can reasonable be anticipated for the hands to have contact with blood, other potentially infectious material, mucous membranes, non-intact skin, and when touching or handling contaminated items or surfaces.
 - a. Disposable (single use) gloves, such as surgical or examination gloves, shall be replaced as soon as possible when contaminated, torn, punctured, or when their ability to function as a barrier is compromised. Disposable gloves shall not be washed or disinfected for reuse.

- b. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised, however they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
 - c. Gloves shall be worn when performing vascular access procedures except as specified in 1910.1030 (d) (3) (ix) (D) of Appendix I.
6. Masks and eye protection or chin length face shield shall be worn whenever splashes, spray splatter, droplets, or aerosols of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
7. **GOWNS, APRONS AND OTHER PROTECTIVE BODY CLOTHING:** Appropriate protective clothing such as but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type of characteristics will depend upon the tasks and degrees of exposure anticipated.

D. Housekeeping

The work site is to be maintained in clean and sanitary condition. Your employer will determine and implement the appropriate written schedule for cleaning and method of decontamination based upon the location within this facility, type of surface to be cleaned, type of soil present, and tasks and procedures being performed in the area.

1. **CLEANING AND DISINFECTION:** All equipment and environmental working surfaces shall be properly cleaned and decontaminated after contact with blood or other potentially infectious materials.
- a. Work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; when surfaces are overtly contaminated; immediately or as soon as feasible after any spill of blood or other potentially infectious materials; and at the end of the work shift if contaminated since the last cleaning.
 - b. Protective coverings such as plastic wrap, aluminum foil or imperviously backed absorbent paper may be used to cover equipment and environmental surfaces. These coverings shall be removed and replaced at the end of the work shift or when they become overtly contaminated.

- c. **All bins, cans and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as possible upon visible contamination.**
 - d. **Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and a dust pan, tongs or forceps.**
- 2. Regulated Waste (See Definitions Appendix III)**
- a. **CONTAMINATED SHARPS**
 - i. **Contaminated sharps shall be discarded immediately or soon as feasible in closeable, puncture resistant, leak proof (on sides and bottom) containers. The container shall be labeled in accordance with paragraph F of this program.**
 - ii. **Contaminated sharps containers shall be easily accessible to employees and located as close as feasible to the immediate area where sharps are used or can reasonably be anticipated to be found.**
 - iii. **Contaminated sharps containers shall be kept upright throughout use and not be allowed to overfill.**
 - iv. **If leakage is possible, contaminated sharps containers shall be placed in a closeable, appropriately labeled container constructed to contain all contents and prevent leakage.**
 - b. **OTHER REGULATED WASTE**
 - i. **Regulated waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage transport or shipping. Container shall be labeled in accordance with paragraph F of this program.**
 - ii. **If outside contamination of the regulated waste container should occur, it shall be placed in a second container meeting the same requirements as the paragraph (D) (2) (b) (i) above.**

Regulated waste shall be disposed of in accordance with New Mexico Environment Department Solid Waste Regulations. Solid Waste Bureau can be contacted at (505) 827-2853.

3. Laundry

- a. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or reused in the location of use.
- b. Contaminated laundry shall be placed in bags or containers labeled in accordance with paragraph F of this program.
- c. Whenever contaminated laundry is wet and presents a reasonable likelihood of soaking through or of leakage from the bag or container, the laundry shall be placed and transported in leak proof containers or bags.
- d. Employees handling contaminated laundry shall wear gloves and other appropriate personal protective equipment.

IV. HEPATITIS B VACCINATION AND POST EXPOSURE EVALUATION AND FOLLOW-UP

- A. Hepatitis B vaccinations shall be made available to all employees with occupational exposure at no cost to the employee according to the requirements and procedures specified in 1910.1030.
- B. Post exposure evaluation and follow-up shall be made immediately available following the report of an exposure incident as defined in Appendix III, and shall follow the procedures and requirements of 1910.1030 (f) (3) through (6) in Appendix I of this program.

V. COMMUNICATION OF HAZARD TO EMPLOYEES

A. Labels and Signs

1. Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials except as noted in the following paragraphs (d) (e) (f).

2. Labels shall include the following legend:



Biohazard

3. Labels shall be fluorescent orange or orange red with lettering or symbols in a contrasting color.
4. Labels shall be affixed as close as possible to the container by string, wire, adhesive or other method to prevent their loss or unintentional removal.
5. Red bags or red containers may be substituted for labels.
6. Labels required for contaminated equipment shall state which portion of the equipment is contaminated.

B. Employees Information and Training

1. All employees at this facility that are identified as having occupational exposure will participate in a training program.
2. Employees shall be trained at the time of initial assignment to tasks where occupational exposure may occur and at least annually thereafter.
3. Additional training may occur with changes such as modification of tasks or procedures or when new tasks or procedures may affect employees occupational exposure.
4. At a minimum, the training for employees with occupational exposure at this facility will include:
 - a. The location of an accessible copy of OSHA's Bloodborne Pathogens Standard 1910.1030 and an explanation of its contents.
 - b. A general explanation of the epidemiology and symptoms of bloodborne disease.
 - c. An explanation of the modes of transmission of bloodborne disease.

- d. **An explanation of this exposure control plan and the location where an easily accessible copy will be kept.**
 - e. **An explanation of methods employees may use to recognize tasks that may involve occupational exposure.**
 - f. **An explanation of the methods and their limitations that will prevent or reduce occupational exposure.**
 - g. **Information on the selection, limitations, location, decontamination and proper disposal of personal protective equipment.**
 - h. **Information on Hepatitis B vaccine, including information on its effectiveness, safety, method of administration, benefits of vaccination, and that the vaccine will be administered without cost to the employee.**
 - i. **Information on appropriate actions and the person to contact in the event of an emergency involving blood or other potentially infectious materials.**
 - j. **An explanation of proper procedures to follow if an exposure incident occurs, including reporting procedures and the medical follow-up that will be made available.**
 - k. **Information on post exposure follow-up that the employer is required to provide.**
 - l. **An explanation of the labels and/or color coding system at the facility.**
 - m. **An opportunity for the employee to ask follow-up questions and obtain answers during the training.**
5. **A record of the training required by this standard may be found in Appendix IV of this program.**