

Administrative Procedures

HMIS-PRO-SP-45039

Biological Hazards (Including Bloodborne Pathogens)

Revision 0, Change 2

Published: 06/10/2024
Effective: 06/10/2024

Program: Worker Safety and Health Program (851) Implementing
Topic: Safety Programs

Subject Matter Expert: Hall, William L
Functional Manager: Nielsen, Christopher E

Use Type: Administrative



- No USQ Required

JHA: Administrative

Periodic Review Due Date:01/11/2029

Rev. 0, Chg. 2

Change Summary

Description of Change

Update Section 3 to better define R&Rs. Update Section 4 to clarify the requirements for an Exposure Control Plan and the format that should be used. Remove contents of Attachment A and incorporate into the procedure as necessary. Include additional definitions to better communicate information pertaining to BBP and biological hazards..

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

Table of Contents

1.0 PURPOSE2

2.0 SCOPE2

3.0 RESPONSIBILITIES2

 3.1 Industrial Hygiene (IH) / Safety2

 3.2 Managers and Supervisors3

 3.3 Managers and Supervisors of Assigned First Aid Responders3

 3.4 Workers4

4.0 INSTRUCTIONS4

 4.1 Non-Regulated Biological Hazards4

 4.2 Regulated Biological Hazards6

 4.3 Post-Exposure to Regulated Biological Hazards9

 4.4 Regulated Waste Disposal10

 4.5 Personal Medical Sharps11

5.0 RECORD IDENTIFICATION11

6.0 SOURCES11

 6.1 Requirements11

 6.2 References12

 6.3 Forms12

APPENDIX A. Requirements13

APPENDIX B. Definitions14

APPENDIX C.Elements of Exposure Control Plan17

Biological Hazards (Including Bloodborne Pathogens)

Published Date:06/10/2024

Effective Date:06/10/2024

1.0 PURPOSE

The purpose of this procedure is to prevent illness or disease to HMIS employees from exposure to biological hazards. It implements the requirements of Title 29, CFR 1910.1030, *Bloodborne Pathogens*, to prevent occupational exposure to regulated biological hazards. This procedure implements 10 CFR 851, *Worker Safety and Health Program*, requirements to prevent occupational exposures to non-regulated biological hazards. It also integrates biological hazard recognition and controls into applicable job hazard analysis (JHA) forms.

2.0 SCOPE

This Level 1 Procedure applies to all HMIS employees and its subcontractors. It addresses recognized biological hazards that workers may encounter at Hanford during their normal work activities. It also provides guidance to line management in implementing the requirements for regulated biological hazards and provides guidance to supervisors and employees for avoiding exposure to non-regulated biological hazards.

This procedure implements Integrated Safety Management System (ISMS) Core Functions #2 Identify & Analyze Hazards and #3 Develop and Implement Hazard and Environmental Controls.

OSHA interpretations exempt the following activities from requirements for regulated biological hazards:

- Voluntary first aid responders (Not an assigned responsibility).
- Handling of packaged regulated biological wastes.
- Working with sharp objects or tools that are not routinely contaminated with blood such as knives, scissors, or saws.
- Work that requires potential contact with sewage that does not originate in health care facilities or is directly contaminated by other potentially infectious materials.

3.0 RESPONSIBILITIES

3.1 Industrial Hygiene (IH) / Safety

IH is responsible to:

- Provide technical support to supervisors and workers to mitigate biological hazards.
- Perform annual review of Exposure Control Plans for regulated biological hazards, as necessary.
- Recognize biological hazards.

Biological Hazards (Including Bloodborne Pathogens)

Published Date:06/10/2024

Effective Date:06/10/2024

- Develop and implement an Exposure Control Plan for each category of employees who may be exposed to regulated bloodborne pathogens or other potentially infectious materials (OPIM).
- Assess whether current controls effectively address hazards

3.2 Managers and Supervisors

Managers and Supervisors have the responsibility to:

- Consult with IH if additional controls are needed and then develop controls commensurate with hazards.
- Review each Exposure Control Plan on an annual basis.
- Ensure that the employee has bloodborne pathogens training as described in Section 4.2.10 of this procedure.
- Ensure that the employee's job task analysis (EJTA) reflects that the employee is entered into the bloodborne pathogens medical program.
- Ensure that the Hepatitis B vaccine and the vaccine series is made available to any employee who has the potential to be occupationally exposed to regulated biological hazards after the employee has received the specified training and within 10 working days of an initial assignment that involves an exposure to regulated bloodborne pathogens or OPIM.
- Ensure that an investigation is conducted and documented in accordance with HMIS-PRO-SP-077, *Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events* after any occupational exposure to regulated bloodborne pathogens has occurred.

3.3 Managers and Supervisors of Assigned First Aid Responders

NOTE: *Assigned first aid providers are defined by OSHA as occupationally exposed to regulated biological hazards.*

Managers and Supervisors have the responsibility to ensure that:

- the employee has blood borne pathogens training as described in Section 4.2.10 of this procedure.
- the employee's EJTA reflects that the employee is entered into the blood borne pathogens medical program.

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

- the Hepatitis B vaccine and the vaccine series is made available to any employee who has the potential to be occupationally exposed to regulated biological hazards after the employee has received the specified training and if they desire to receive the Hepatitis B vaccine and/or the series.

3.4 Workers

Workers are responsible to:

- Ensure EJTA provides inclusion in the bloodborne pathogens medical program as applicable.
- Complete Bloodborne Pathogens Training on an annual basis as applicable
- Read and understand the Exposure Control Plan prior to any exposures to bloodborne pathogens or biological hazards.
- Report any occupational exposure to regulated or non-regulated biological hazards.

4.0 INSTRUCTIONS

The requirements for this procedure are found in Appendix A.

4.1 Non-Regulated Biological Hazards

Actionee	Step	Action
HMIS Safety Programs	1.	REVIEW the General Hazard Analysis (GHA) for non-regulated biological hazards (see definitions in Appendix B) and ENSURE the identified hazards have been adequately evaluated and documented in the GHA and the listed controls are adequate to prevent exposures to non-regulated biological hazards.
S&H Field Support	2.	For other non-regulated biological hazards not included in the GHA, COMPLETE the JHA form, A-6007-189, <i>Job Hazard Analysis Checklist</i> , as necessary.
	3.	INCLUDE information under biological hazards in the JHA forms where applicable to assist in the evaluation of biological hazards and the implementation of controls for field operations.
Safety Programs	4..	INCLUDE information on recognition, avoidance, and appropriate response actions for biological hazards in Safety Bulletins and other Safety & Health communications that are distributed to all employees.

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

Actionee	Step	Action
Line Management	5.	PARTICIPATE in developing the JHA with employees to determine scope of work, identification of biological hazards, and development of hazard controls.
	6.	PROVIDE information to employees on biological hazards and the appropriate controls during pre-job meetings and/or during the review of work control documents.
	7.	CONTACT Biological Controls at 376-PEST (7378) or through the HMIS Service Catalogue for assistance with live animals or for disposal of non-radiologically contaminated carcasses (e.g., mice or small birds).
	8.	CONTACT Radiological Control for survey of carcasses and biological material assumed to be radiologically contaminated and for guidance for disposal of radiologically contaminated materials unless specifically provided for in an existing work control document.
	9.	CONTACT the Project Industrial Hygienist (IH) for general guidance before handling non-regulated biological material and for assistance in development of a task specific work plan if the handling of non-regulated biological material is not already addressed in existing work control documents.
	10..	ARRANGE with the Hanford Site Occupational Medical Contractor (SOMC) to offer the Hepatitis A vaccination to employees routinely exposed to sewage. Appropriate forms and guidance for the vaccine are on the SOMC Hanford web site: Infection Control & Vaccinations - IHA Occupational Health Services (rl.gov)

NOTE: The series of Hepatitis A shots are strictly voluntary and not required to conduct work that involves potential contact with sewage.

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

Actionee	Step	Action
Contract Manager	10.	ENSURE that the subcontractor’s hazard assessment addresses non-regulated biological hazards where the scope of work may expose subcontractor employees to non-regulated biological hazards. <i>NOTE: The series of Hepatitis A shots are strictly voluntary and not required to conduct work that involves potential contact with sewage.</i>
Project IH	11.	PROVIDE technical support to Supervisors during job planning when biological hazards are involved. Include training on proper hygiene for employees who are not in bloodborne pathogens training but who perform any work involving potential exposure to non-regulated biological hazards, including sewage.
Workers	12.	AVOID contact with live or dead animals and contact your supervisor or Biological Controls at 376-PEST (7378) for assistance.
	13.	CONSIDER all wildlife (eg. carcasses or fecal matter) encounters on the Hanford Site as potentially infectious and radiologically contaminated until determined otherwise.

4.2 Regulated Biological Hazards

Actionee	Step	Action
Project IH	1.	INCLUDE guidance in the JHA process to identify potential exposures to bloodborne pathogens that may occur in tasks that are not already included in an existing Exposure Control Plan.
	2.	PROVIDE technical guidance for line management who are required to develop Exposure Control Plans that comply with 29 CFR 1910.1030(c).
Line Management/ Training Coordinator	3.	ENROLL workers in the correct HAMMER/HMIS Bloodborne Pathogens Course. <i>NOTE: Current HAMMER/HMIS Bloodborne Pathogens Course numbers are listed below:</i> <ul style="list-style-type: none"> • 028012 Hanford Fire Bloodborne Pathogen

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

Actionee	Step	Action
		<ul style="list-style-type: none"> • 140237 Hanford Patrol Bloodborne Pathogen Update • 170503 Medic First Aid Bloodborne Pathogens Instructor Training • 170648 Bloodborne Pathogens – Initial • 170651 Bloodborne Pathogens Refresher • 170653 Bloodborne Pathogens – CBT • ESH306 NTC Bloodborne Pathogens Initial • ESH307 NTC Bloodborne Pathogens – CBT
HMIS Safety and Health/Line Managers	4.	INCLUDE information on recognition, avoidance, and appropriate response actions for regulated biological hazards in Safety Bulletins and other Safety & Health communications that are distributed to all employees.
Line Managers	5.	CONDUCT an initial exposure determination as specified in 1910.1030(c) (2) to identify routine tasks and/or job classification in which employees are occupationally exposed to regulated biological hazards.
	6.	INCLUDE the initial exposure determination, controls, and other required elements in 1910.1030(c) into a written Exposure Control Plan <i>NOTE: Appendix C contains guidance on writing an Exposure Control Plan) that is designed to eliminate or minimize employee exposure to biological hazards.</i>
	7.	ISSUE the plan as a project specific document or procedure for review and approval by the assigned Project Safety Representative and Project IH.
	8.	ENSURE that the Exposure Control Plan is accessible to the affected employees, and it is reviewed by employees prior to initiating any work that involves potential exposure to regulated biological hazards.
	9.	CONDUCT a documented administrative review of the Exposure Control Plan at least annually or whenever necessary to reflect new or modified tasks and processes that affect occupational exposure or

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

Actionee	Step	Action
		changes in technology that reduce or eliminate exposure to bloodborne pathogens.
	10.	ENSURE the EJTA of employees, who may experience an occupational exposure to regulated bloodborne pathogens, indicates that the employee is entered into the bloodborne pathogens medical program.
	11.	SCHEDULE employees to attend initial classroom Bloodborne Pathogens training (HAMMER Course #170648) at the time of initial assignment to tasks where occupational exposure may occur.
		<i>NOTE: The Hepatitis B vaccination series cannot be started until the initial training is completed and the employee’s EJTA has been updated to reflect his/her inclusion in the Bloodborne Pathogens Medical Surveillance Program. The first shot in the immunization series must be offered within 10 working days of initial assignment. (Hanford Fire Department Emergency Medical Technicians and field patrol personnel provide their own training that meets the requirements of 29 CFR 1910.1030.)</i>
	12.	SCHEDULE and SUPPORT annual refresher training using computer-based training (HAMMER Course #170653).
	13.	PROVIDE additional job specific training when changes, such as modification of tasks or processes, affect the employee’s occupational exposure to regulated biological hazards.
	14.	DEVELOP a job specific Exposure Control Plan, schedule bloodborne pathogens training to affected workers, and revise their EJTA’s to include them in the bloodborne pathogens medical program when tasks are identified in the JHA that involve exposure to bloodborne pathogens not covered under an existing Exposure Control Plan.
Project IH	15.	PROVIDE technical support to line management for the development, review, and approval of Exposure Control Plans for regulated bloodborne pathogens.

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

Actionee	Step	Action
	16.	REVIEW and APPROVE changes made to the EJTA for employees occupationally exposed to regulated biological hazards.
Occupationally Exposed Employee	17	FOLLOW guidance in the applicable Exposure Control Plan established by Management or in the work control document.
Hanford SOMC	18.	OFFER employees, who are identified in their EJTA as occupationally exposed to bloodborne pathogens, the Hepatitis B vaccination (after completion of the training required in section 4.2 step 10 and provide all medical services as required by 29 CFR 1910.1030.
HAMMER	19.	PROVIDE all employees who attend Bloodborne Pathogens initial training, course #170648, a copy of the <i>Hepatitis B Vaccination</i> form, A-6007-373 and ENSURE the form is completed by the end of the class.
	20	PROVIDE the HMIS Bloodborne Pathogens Subject Matter Expert (SME) or designee with a signed copy of the <i>Hepatitis B Vaccination</i> form, A-6007-373, for all HMIS employees who decline the Hepatitis B vaccination.

4.3 Post-Exposure to Regulated Biological Hazards

Unanticipated exposures to regulated biological hazards (including cuts or punctures by sharps) are included in the HMIS accident reporting/response process described in HMIS-PRO-SP-077, *Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events*. The SOMC provides a confidential medical evaluation, an offer of immunization, and follow-up as required by 29 CFR 1910.1030(f). Follow-up by the SOMC can include the following documented items:

- Documentation of the route of entry.
- Description of the incident that caused the exposure.
- Identification of the source individual, if feasible.
- Testing results of the source individual's blood, if received and consent is granted by the source individual.

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

Biological Hazards (Including Bloodborne Pathogens)

Published Date:06/10/2024

Effective Date:06/10/2024

If the incident involves an identifiable source individual, and the attending physician determines that there has been a significant risk of exposure, the exposed employee can request the physician to contact the Benton County Public Health Officer to require the source individual to submit to medical testing. The status of the source individual will be reported to the employee by SOMC.

The SOMC will also offer post-exposure prophylaxis when medically indicated, counseling, and evaluation of any reported illnesses.

The SOMC performing the exposure evaluation will provide a written opinion that:

- The employee was informed of all test results, and
- The employee was informed of any medical conditions resulting from exposure to contaminated blood or other potentially infectious materials (OPIM).

All medical records must be maintained in accordance with HMIS-PRO-RM-10588, *Records Management Process*.

4.4 Regulated Waste Disposal

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Absorbent materials designed to absorb and contain blood, such as individual bandages or feminine hygiene products, under most circumstances, would prevent the release of liquid or semi-liquid blood or the flaking off of dried blood. These can be discarded in waste containers properly lined with plastic or wastepaper bags to prevent physical contact and disposed of in dumpsters with office waste.

Waste contaminated with regulated biological material shall be kept in biohazard labeled red bags that can hold all contents without leakage during handling, storage, and transport. Labeled red bags are included in First Aid kits or First Aid Kits supplemented with Bodily Fluid Clean Up Packs. The preferred disposal of red-bagged waste is to contact the on-duty Hanford Fire Department Battalion Chief to arrange for transport and delivery to Building 609A/HFD Station 92 or when an ambulance is present, send the bagged waste with the ambulance for disposal. Any material already placed in a biohazard labeled red bag or other biohazard labeled container cannot go into a dumpster or other normal waste stream.

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

When there are larger amounts of regulated biological material or when the waste may contain free liquids, the waste shall be double bagged and shall be transported to HFD Station 92 as discussed above, for disposal.

4.5 Personal Medical Sharps

The improper disposal of sharps used by those who self-test and/or self-administer medication can create a safety hazard for others. Employees who self-test and/or self-administer medication should appropriately discard of their used sharps via containers manufactured and marketed for home use. Sharps should not be discarded in regular office trash. See HMIS-PRO-SP-10648, *First Aid and Automated External Defibrillators* for additional information.

5.0 RECORD IDENTIFICATION

The information recorded in the Event Report Form (A-6001-714), meets the requirements in 29 CFR 1910.1030(h)(5) for the recording and maintenance of data related to percutaneous injuries from contaminated sharps. The log of injuries is maintained in accordance with 29 CFR 1904, *Recording and Reporting Occupational Injuries and Illnesses*.

HMIS Training department is responsible to maintain training records as required in 1910.1030(h)(2).

SOMC is responsible for the maintenance of medical records in accordance with 1910.1030(h)(1), and for maintaining the EJTA electronic system. The summary reports from the EJTA system meet the requirements in 29 CFR 1910.1030(c)(2), for a list of job classifications in which all or some employees are occupationally exposed to bloodborne pathogens.

Exposure Control Plans for routine tasks document the tasks or processes in which occupational exposure to bloodborne pathogens may occur.

All records are generated, processed, and maintained in accordance with HMIS-PRO-RM-10588, *Records Management Processes* and HMIS-RD-RM-210, *Records Management Program*.

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Event Report Form	Supervisor	CAIRS Database
Training Records	HMIS Training Organization	HMIS Training Organization
Medical Records	SOMC	SOMC

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

HMIS-PRO-SP-45039
Biological Hazards
(Including Bloodborne Pathogens)

Published Date:06/10/2024

Effective Date:06/10/2024

6.0 SOURCES**6.1 Requirements**

29 CFR 1910.1030, *Bloodborne Pathogens*
10 CFR 851, *Worker Safety and Health Program*
HMIS-PRO-RM-10588, *Records Management Processes*
HMIS- RD-RM-210, *Records Management Program*

6.2 References

29 CFR 1910.120, *Hazardous Waste Operations and Emergency Response*
HMIS-PRO-SP-077, *Reporting, Investigating, and Managing Health, Safety and Property/Vehicle Events*

6.3 Forms

Event Report, [A-6001-714](#)
Hepatitis B Vaccination Form, A-6007-373

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

APPENDIX A. REQUIREMENTS

NOTE: For the tables in this section under the requirement "type" column, "V" means verbatim, and "I" means interpreted.

#	Requirement	Type V or I	Source
1.	The employer is responsible to provide a place of employment that is free from all recognized biological hazards that have the potential to cause death or serious physical harm to workers.	V	10 CFR 851.10 (a) (1)
2.	The employer is responsible to implement the OSHA Bloodborne Pathogens Regulation wherever there is occupational exposure to blood or other potentially infectious materials (regulated biological material).	I	29 CFR 1910.1030(a)
3.	Each employer having an employee(s) with occupational exposure to regulated biological material shall establish a written Exposure Control Program designed to eliminate or minimize employee exposure.	V	29 CFR 1910.1030(c)
4.	All employees with occupational exposure to regulated biological material shall participate in a training program that complies with 29 CFR 1910.1030.	V	29 CFR 1910.1030(g)(2)
5.	The employer shall ensure that the Hepatitis B vaccine and vaccination series shall be made available to all employees who have occupational exposure to regulated biological material after receiving the above specified training and within 10 working days of initial assignment.	V	29 CFR 1910.1030(f)(2)
6.	The employer shall provide post-exposure evaluation and follow-up for all incidents involving exposure to regulated biological material, including medical review and availability of the Hepatitis B vaccine and vaccination series.	V	29 CFR 1910.1030(f)(3)
7.	Waste contaminated with regulated biological material shall be contained, labeled and disposed of as biological waste.	I	29 CFR 1910.1030(d)(4)

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

APPENDIX B. DEFINITIONS

Blood	Means human blood, human blood components, and products made from human blood.
Bloodborne pathogens	Means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
Contaminated	Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
Contaminated sharps	Means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, etc.
Decontaminated	Means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
Engineering controls	Means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.
Exposure incident	Means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
HBV	Means Hepatitis B Virus.
HCV	Means Hepatitis C Virus.
HIV	Means Human Immunodeficiency Virus.
Needleless systems	Means a device that does not use needles for: <ul style="list-style-type: none"> (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

Biological Hazards (Including Bloodborne Pathogens)

Published Date:06/10/2024

Effective Date:06/10/2024

Non-regulated waste	Means biological hazards that are primarily of animal origin and most frequently would be encountered in outdoor work, or in buildings that have been unoccupied or have areas of uncontrolled access. Non-regulated biological hazards would also include potential exposures to mold or fungi and to human sewage if it is not visibly contaminated with blood.
Occupational Exposure	Means 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.
Other Potentially Infectious Materials	Means: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
Parenteral	Means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.
Personal Protective Equipment	Means specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
Regulated biological hazards	Means, as defined by OSHA, human blood, or other potentially infectious materials. Other potentially infectious materials are defined as: "semen, vaginal secretions, cerebrospinal fluid, pleural fluid, pericardial fluid, peritoneal fluid, and amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood and all (human) body fluids in situations where it is difficult or impossible to differentiate between body fluids."
Regulated Waste	Means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and can release these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

Sharps with engineered sharps injury protections	Means a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.
Source Individual	Means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.
Sterilize	Means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
Universal Precautions	Is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
Work Practice Controls	Means controls that reduce the likelihood of exposure by altering the way a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

APPENDIX C.ELEMENTS OF EXPOSURE CONTROL PLAN

An Exposure Control Plan must be designed to protect employees from exposure to HIV, HBV, and other infectious agents and shall contain the following elements:

Plan Element	Descriptions of Plan Element
1. Exposure Determination	Identify the job classifications of employees who have or may have an occupational exposure to bloodborne pathogens (BBP).
	List all tasks and procedures in which an occupational exposure occurs or may occur.
2. General Work Practice	Utilize universal precautions to prevent contact with blood or OPIM.
3. Work Practice Controls	Use hand washing facilities where feasible. If hand washing facilities are not available or feasible, then provide appropriate antiseptic hand cleansers and clean towels (cloth or paper).
	Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed. These items must be placed in a labeled or color-coded container that is puncture resistant, and leakproof.
	Prohibit eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas where there is a potential for an occupational exposure to BBP.
	Do not store food or drinks in areas where blood or OPIM are present.
	For procedures involving blood or OPIM, prevent splashing, spraying, spattering, or the generation of droplets.
	Place specimens of blood or OPIM in leak-proof and color-coded containers during collection, handling, processing, storage, transport, or shipping.
4. Personal Protective Equipment (PPE)	PPE is provided at no cost to the employee and is provided in various sizes and styles.
	Ensure the employee uses appropriate PPE, as necessary.
	Wear gloves whenever there is a potential for contact with blood, OPIM, potentially infectious materials, mucous membranes, and non-intact skin, or when handling or touching contaminated items or surfaces.
	Replace single-use gloves that are contaminated as soon as they are torn, punctured, or otherwise compromised.

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

	Remove all PPE prior to leaving the work area. Dispose of contaminated disposable gloves in an appropriate receptacle.
5. Administrative Controls	Maintain worksites in a clean and sanitary condition.
	Clean and sanitize work areas on a routine basis.
	Pick up broken glassware that may be contaminated by mechanical means, such as a broom and dustpan, tongs, or forceps.
	Locate containers for sharps as close as possible to where sharps are used or may be encountered.
	Routinely replace sharps containers and do not allow to overfill.
	Place regulated waste in containers that are labeled, color-coded, leakproof, and constructed to contain all contents and prevent leakage during handling, storage, transport or shipping.
6. Hepatitis B Vaccine	The Hepatitis B vaccine and the vaccine series is available to all employees who have or may have an occupational exposure to BBP.
	The vaccine is made available at no cost to the employee.
	The vaccine is made available after the employee has received BBP training as required by OSHA, and within 10 working days of initial assignment unless the employee has previously received the vaccination series, or the vaccine is contraindicated for medical reasons.
	The employee may decline the vaccination but may request, and shall be provided, the vaccine at a later date.
	The vaccine is provided by the SOMC and is administered by a Licensed Health Care Professional.
	In the event of an occupational exposure to contaminated blood, the employee is provided a confidential medical evaluation and follow-up.
	Provide the employee counseling and post-exposure prophylaxis, if medically indicated.
	Provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
7. Hazard Communication	Post signs at the entrance of work areas where biological hazards are present. Signs must be fluorescent orange red with lettering and symbols in contrasting colors.
	Warning labels must be fluorescent orange red with lettering and symbols in contrasting colors. Red bags or red containers may be substituted for labels.

NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS PS to ensure the most current version is used to prevent unintended use of obsolete versions.

Administrative

**Biological Hazards
(Including Bloodborne Pathogens)**

Published Date:06/10/2024

Effective Date:06/10/2024

	Employees who may have an occupational exposure to BBP must be trained in accordance with OSHA standards.
	Provide training at the time of initial assignment to tasks where an occupational exposure may occur and annually thereafter.