

## **PRESENTER'S GUIDE**

# **"BLOODBORNE PATHOGENS IN COMMERCIAL AND INDUSTRIAL FACILITIES"**

**Training for  
THE OSHA BLOODBORNE PATHOGENS STANDARD**

# **THE "REGULATORY COMPLIANCE KIT"**

## **SERIES**

This education program is part of a comprehensive series of programs on important regulatory topics. Many of these programs have been created to meet employee training requirements of specific OSHA, EPA and DOT regulations. The series includes programs on the following regulations and topics:

- Aerial Lifts in Industrial and Construction Environments.
- The Asbestos Standard.
- The Bloodborne Pathogens Standard.
- The Confined Space Entry Standard.
- DOT Hazardous Materials Regulations (HMR).
- Emergency Planning.
- Forklift Safety: Industrial Counterbalance Lift Trucks.
- Forklifts/Powered Industrial Trucks Standard.
- Introduction to GHS (The Globally Harmonized System).
- GHS Container Labeling.
- GHS Safety Data Sheets.
- The Hazard Communication Standard.
- The "HAZWOPER" Standard (Hazardous Waste Operations and Emergency Response).
- Hearing Conservation and Safety
- Indoor Air Quality.
- The Laboratory Standard.
- The OSHA Lead Standards.
- Lock-Out/Tag-Out.
- The Personal Protective Equipment Standards.
- The OSHA Recordkeeping Standard.
- The Respiratory Protection Standard.
- Scissor Lifts in Industrial and Construction Environments.
- Supported Scaffolding Safety.
- Suspended Scaffolding Safety.
- The CDC Tuberculosis Prevention Guidelines.

A number of these programs are available in multiple versions that have been created for specific types of companies and operations, including General Industry, Construction, Healthcare, Cleaning/Maintenance and more.

Other products in the "Regulatory Compliance Kit" line include compliance manuals, employee booklets and posters which have been designed specifically to be used with the programs. These products can be used to satisfy OSHA, EPA and DOT compliance requirements for creating written compliance programs, as well as employee training.

## **WARRANTY/DISCLAIMER**

This program has been created to assist companies that are endeavoring to educate their employees regarding exposure to, or contact with bloodborne pathogens. Because of the specialized nature of the work done by employees in in-house medical facilities, the information required for training these employees is not included in this program. However, a "Healthcare" version of the program is available to aid in the training of these employees. This program also does not include all of the material required to train employees of HIV or HBV research laboratories and production companies. The training requirements for employees in these facilities can be found in Section (g)(2)(ix) of the OSHA Bloodborne Pathogens Standard.

In addition to common information about bloodborne pathogens themselves, the program presents information concerning protective equipment, cleanup procedures and the like. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by facilities using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment.

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\* *In both a print version in the back pocket of this binder and as a PDF on the DVD*

# **INTRODUCTION TO THE PROGRAM**

# **INTRODUCTION TO THE PROGRAM**

## **Structure and Organization**

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- Pathogens: HIV and hepatitis
- Infection and the Exposure Control Plan
- Methods of exposure control.
- Personal protection and vaccination.
- Housekeeping and "Regulated Waste".
- Accidental exposure procedures.

Each of the sections covers important information in one topic area, providing employees with a good basis for understanding bloodborne pathogens and knowing how to reduce or eliminate the risk of exposure to them.

## **Background**

"Bloodborne pathogens" are disease-bearing micro-organisms that can be found in human blood and blood-related substances. They cause diseases such as AIDS, Hepatitis B and Hepatitis C that are causing serious health concerns in the U.S. and around the world.

It is important to understand that the risk of on-the-job exposure to bloodborne pathogens is not limited to people who are working in the healthcare or the pharmaceutical industries. Employees in commercial and industrial facilities can come into contact with infectious substances in their workplaces, as well.

This can happen when they help a coworker who has hurt themselves and is bleeding, for example, or when they handle waste materials that may have blood on them, or use a piece of equipment that may have been contaminated with blood in an accident.

To reduce or eliminate their risk of infection by bloodborne pathogens, employees must understand these hazards. They should have a general knowledge of the requirements of OSHA's Bloodborne Pathogens Standard, and know how they can work more safely by following the policies and procedures included in their facility's Exposure Control Plan.

## Objectives

This education and training program presents information on the nature of bloodborne diseases and to help employees reduce or eliminate potential exposure to bloodborne pathogens in their work environments. Upon the completion of the program, employees should:

- Have an overall understanding of the OSHA Bloodborne Pathogens Standard.
- Understand the health hazards presented by bloodborne pathogens, including the Human Immunodeficiency Virus (HIV), Hepatitis B and Hepatitis C.
- Know specific ways they may be exposed to bloodborne pathogens on the job.
- Understand the purpose, policies and procedures of their facility's Exposure Control Plan.
- Know the work practices and personal protective equipment that they can use to protect themselves from exposure to bloodborne pathogens.
- Know specific activities that should never be performed in work areas where exposure to bloodborne pathogens could occur.
- Understand what should be done when an accidental exposure to bloodborne pathogens occurs.

## **Reviewing the Program**

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure the program is consistent with company policy and directives. An "Outline of Major Program Points" is included in this Presenter's Guide to help with this task and for general reference.

As part of this review process, you should determine how you will conduct your session. The use of materials, such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

# **PREPARING FOR THE PRESENTATION**

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## **Structuring the Presentation**

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the program. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of bloodborne pathogens.
- Relate discussions to the hazards of exposure to bloodborne pathogens and what employees can do to avoid them.
- Prevent any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate.
- Clarify comments by relating them to the key points in the program.

Use the "Outline of Major Program Points" in this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Tragic results may occur should you provide incorrect or inaccurate information. Remember, this is a positive program on dealing with bloodborne pathogens in the workplace. Make sure your attitude and words reflect this and that the emphasis is always on providing the information needed by the attendees to reduce or eliminate exposure to any bloodborne pathogens they may encounter in their jobs.

# Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
  - You can use the scheduling and attendance form to schedule employees into the session (copies can be made using the printed "master" in the back of this binder or from the PDF version on the DVD).
  - Make sure that the session is scheduled so that it fits into your attendees' work day.
  - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
  - If possible, post a notification on bulletin boards in the affected employees' areas.
  
- **The Classroom**
  - Schedule the room well in advance.
  - Make sure the room can accommodate the expected number of attendees.
  - Check it again on the day of the program to make sure there is no conflict.
  - Make sure the room can be darkened, and won't create a glare on the television screen.
  - Locate the light controls and test them.
  - Make sure the power for the DVD player you are using operates separately from the room light.
  - See if you can control the room temperature.
  - Know where the closest restrooms are located.
  - Assure that the room is free from distracting noises.
  - Make sure emergency exits are marked and known to the attendees.
  
- **Seating**
  - Make sure everyone can see the screen from their seat.
  - Make sure everyone can hear the DVD and you (when you speak).

- Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.
- **Equipment and Materials**
  - Make sure the DVD player, monitor, and all appropriate cables and extension cords are available.
  - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
  - If you plan on using a chart pad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
  - Make sure you have 6" x 8" index cards or other materials to be used as "name tents" for attendees.
  - Make sure you have made up a sufficient number of copies of the "quiz", as well as any other handouts you are using.
- **"Final Check"**
  - Make sure equipment is in the room prior to the scheduled session.
  - Make sure you have the right program, (look inside the three-ring binder).
  - Check to see that the room is set up properly.
  - Check equipment prior to the presentation to assure that it works.
  - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.

## **CONDUCTING THE SESSION**

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## **The Initial Steps**

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about how to reduce or eliminate their risk of exposure to bloodborne pathogens on the job. Initially, you need to:

- Introduce yourself as the session leader.
- State the title of the program, "Bloodborne Pathogens in Commercial and Industrial Facilities" and the purpose of the session (to learn more about bloodborne pathogens and how to avoid exposure to them or infection by them).
- Inform the attendees when there will be breaks (if you plan them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.
- Make sure all of the attendees have "signed in" on your scheduling and attendance sheet. Remember, it is very important to document peoples' attendance at the session.

Once this housekeeping is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

"Today we are going to talk about micro-organisms that can be found in people's blood that cause certain diseases. These organisms are called "bloodborne pathogens". We are also going to discuss OSHA's Bloodborne Pathogens Standard and how it helps us work as safely as possible in an environment that can bring us into contact with these infectious materials."

"Here in our facility, we have an effective safety program. However, as we all know, from time to time accidents can still occur. These incidents can expose us to blood, human body substances or other materials that may be infected with bloodborne pathogens."

"Because of this possibility, the government has passed a set of laws and regulations to make sure that facilities where these types of exposures can occur do as much as possible to protect employees from infection by bloodborne pathogens."

"To help us learn how to reduce or eliminate potential exposure to these infectious materials on the job, we need to understand their hazards and how to control them."

"The program we are going to watch today will give us some good information about bloodborne pathogens. To make this the most productive session possible we need to look at what we would like to accomplish here today (verbally reference the 'Objectives' list, provided in the preceding section of this guide, or point to the board or chart where you have written them down)."

Once the objectives have been provided, you are ready to show the program. However, you need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It needs to be emphasized that they are not being "graded", but that the quiz is being used to see if the session is effectively transmitting information to them in a way they will remember.

## **Showing the Program**

At this point, you need to introduce the title of the program once again, "Bloodborne Pathogens in Commercial and Industrial Facilities", darken the lights if necessary, and begin the showing of the program.

You have several options as to how you can move through the program and what employees see.

The DVD menu has three "selection bars":

- "Play".

- "Scene Index".
- "Contact Info".

To just play the program from beginning to end, select "Play".

To view (or review) a specific section of the program, select "Scene Index". You will be presented with a group of buttons, each of which corresponds to a section of the program. You can then select the specific section that you want to view.

If you would like information on other programs and products that are available from MARCOM you can select "Contact Info" for information about how to contact us.

All of our DVDs, both English and Spanish, are subtitled (similar to closed captioning). If there are hearing impaired employees participating in your training session, or you want people to be able to read the program narration as well as hear it, push the "subtitle" button on your DVD player's remote control or the player's control panel. A print version of the narration will then appear on the bottom of the screen as the program plays.

## **Conducting the Discussion**

After the program has been shown, it is time for the group discussion on the information contained in the session. Care must be taken to make sure that the discussion is kept to the general topic of bloodborne pathogens. There are several ways to conduct these discussions. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.
- "Leading" the discussion through the points covered in the program using statements such as:
  - "One of the sections that we saw in the program was about the procedures an Exposure Control Plan uses to help to reduce our risk of coming into contact with bloodborne pathogens. Who can describe these procedures?"

- "The program discussed specific steps we should take if we personally come into contact with any potentially contaminated material. Who can tell us what these steps are?"

You should use the discussion format that you are most comfortable with. The "Outline of Major Program Points" section in this guide, and the questions and answers in the master copy of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of obvious interest with the objective of trying to touch on each major area within the session in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

## **Concluding the Presentation**

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz if you are using it. Copies of the quiz can be made using the printed "master" in the back of this binder or from the PDF version on the DVD. Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

\*(An alternative to this approach is to give the quiz immediately after showing the program, then reviewing the quiz as a basis for your group discussion.)

## **"Wrapping Up" the Paperwork**

Before much time has passed, and the subject matter is fresh in your mind, several areas of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Also, depending upon what you have decided to do, a copy of the attendance form and the quiz for each attendee should be either filed in your files, or turned over to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file. The attendees' training logs should also be updated, and each attendee should be given a filled out and signed training certificate, signifying that they have successfully completed the course. Copies of the employee training log and the training certificate can be made using the printed "master" in the back of this binder or from the PDF version on the DVD.

Remember, it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of how to protect themselves from exposure to bloodborne pathogens.

# **OUTLINE OF MAJOR PROGRAM POINTS**

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **They're too small to see with the naked eye, but they pose health risks that are too big to ignore.**
  - Bloodborne pathogens are the disease-causing micro-organisms found in human blood, as well as human blood components and products.
  
- **If you don't work in the healthcare industry, or a business like pharmaceuticals where you might use blood-related substances, you may be thinking that being exposed to bloodborne diseases isn't something you have to worry about.**
  
- **But you should be aware of the hazards of bloodborne pathogens. You could encounter them when:**
  - Helping a coworker who has had an accident and is bleeding.
  - Using a piece of equipment that has blood on it from a previous user who hurt themselves.
  - Disposing of blood-contaminated waste materials.
  
- **Exposure to bloodborne diseases can be a serious concern in virtually every work environment, which is why the Occupational Safety & Health Administration (OSHA) has developed regulations for dealing with bloodborne pathogens in the workplace.**
  - While there are a number of bloodborne pathogens, the Human Immunodeficiency Virus ("HIV"), Hepatitis B and Hepatitis C currently pose the greatest threats.

- **This program will show:**
  - How exposure to bloodborne pathogens can occur in commercial and industrial environments.
  - How regulations and required procedures help to prevent such exposure.
  - What to do if exposure occurs.
  
- **The dangers associated with the HIV pathogen have received a great deal of public attention.**
  - It is reported to have infected over one million people in the U.S. alone, and it continues to spread.
  
- **Symptoms experienced at the onset of HIV infection can vary. They include:**
  - Weakness.
  - Fever.
  - Sore throat.
  - Nausea.
  - Headaches.
  - Diarrhea.
  - Other "flu-like" symptoms.
  
- **But many people with the HIV virus show no apparent symptoms for years after their initial infection.**
  
- **There is still no proven vaccine that can prevent HIV, and no known cure.**
  - However, great strides have been made in treating HIV, and there are several drugs as well as drug combinations that appear to be effective in controlling the disease and relieving its symptoms in many people.
  
- **People who contract HIV risk developing Acquired Immunodeficiency Syndrome ("AIDS"), which attacks the immune system.**
  - This reduces the body's ability to fight off other diseases, and as a result can ultimately be fatal.
  - Controlling the spread of the HIV pathogen is very important.

- **Hepatitis is a liver disease.**
  - It usually results in an inflammation of the liver, and frequently progresses to more serious conditions including cirrhosis and cancer.
- **The prevalence of hepatitis is so widespread that many experts consider it to be a greater health hazard than HIV.**
  - Each year in the U.S., there are over 40,000 new cases of Hepatitis B, the most common type of viral hepatitis.
  - It is estimated that more than 3 million people in the U.S. are carrying the Hepatitis C virus.
- **While there is no known cure for Hepatitis B, a vaccine is available that can prevent infection.**
  - In some cases the same vaccine can be effective in preventing infection after exposure.
  - Currently there are also treatments that can help to control Hepatitis B and relieve its symptoms.
- **And there has been even more progress made in the treatment of Hepatitis C.**
  - Today there are drugs that can cure Hepatitis C in many people.
- **Hepatitis B symptoms can take six weeks to six months to develop, symptoms of Hepatitis C typically develop in from four weeks to three months.**
  - The initial indications resemble those of a mild "flu".
  - There is a sense of fatigue, nausea, loss of appetite, and possible stomach pain.
  - Often, jaundice (a yellowing of the skin) will develop, as well as a darkening of the urine.
- **In commercial and industrial environments, bloodborne pathogens can be transmitted in a number of ways.**
  - Exposure to a coworker who has been injured.
  - Cleaning up after an accident involving blood.
  - Cleaning or trash removal where you can encounter paper towels or other materials that might have blood on them, or discarded feminine hygiene products.
  - If blood has gotten onto a piece of equipment that you need to use.

- **All of these situations can result in potential infection if you have cuts or abrasions of your own where someone else's blood can be absorbed.**
- **Because of all of these potentials for exposure, OSHA's Bloodborne Pathogen Standard requires your facility to create an "Exposure Control Plan" as a first step towards preventing infection.**
- **This plan spells out how your facility will address the requirements of the regulation itself, and includes:**
  - A determination of each employee's potential for exposure to bloodborne pathogens,
  - An examination of ways to limit or eliminate those exposures.
- **If you work in a facility where blood or blood-related products are used your Exposure Control Plan will also deal with setting up a Hepatitis B vaccination program.**
- **Every facility's plan must also address the procedures that should be followed if an accidental exposure to a bloodborne pathogen occurs.**
- **Other parts of the plan address:**
  - Warning signs and labels.
  - Employee training.
  - Keeping records regarding exposure, vaccinations and training.
- **If you would like to take a look at your facility's plan, ask your supervisor.**
- **Your facility's Exposure Control Plan includes many ways that you and your employer can work together to reduce your risk of exposure to bloodborne pathogens. These include the use of:**
  - Standard Precautions.
  - Engineering controls.
  - "Safe work practices".
  - Personal protective equipment.
  - Appropriate housekeeping practices.

- **"Standard Precautions" are the foundation of exposure control.**
  - They require that all human blood and other body substances be treated as if they are known to be infectious.
  - This assumption underlies all of the procedures that are used to protect you and your coworkers from bloodborne pathogens in the workplace.
  
- **"Engineering controls" refer to the tools and equipment that help to minimize your risk of exposure to infection.**
  - These can include something as simple as a dustpan and broom that are used to sweep up contaminated materials.
  
- **"Safe work practices" are procedures that protect you from exposure to bloodborne pathogens.**
  - A good example of this is one of the simplest, yet also one of the most effective forms of protection, handwashing.
  
- **If you may have been exposed to bloodborne pathogens, OSHA requires that you wash your hands immediately.**
  - If you were wearing gloves or any other personal protective equipment you should take that off first.
  - When you're finished, use your towel to turn off the faucet (so you won't "re-contaminate" yourself on a surface you touched before you washed your hands).
  
- **If your eyes, nose or other mucous membranes have been exposed, you must rinse them with generous amounts of water, as well.**
  
- **For employees who work in environments where blood or blood-related materials are present, the Bloodborne Pathogens Standard governs some personal activities, as well.**
  - The regulation specifies that you should never eat, drink, or smoke in work areas where exposure to bloodborne pathogens could occur
  - You should never apply cosmetics, lip balm or contact lenses while you're in these areas, either.

- **Personal protective equipment (PPE) can provide another effective barrier against exposure.**
  - It plays a key role in the Bloodborne Pathogens Standard.
- **If you work in an environment where blood or blood-related materials are used, PPE must be worn whenever there is a chance of exposure.**
  - There are many types of PPE you can use, from gloves and goggles to lab coats and face shields.
- **If your job doesn't normally involve working with blood-related substances, the most likely ways you could be exposed to a bloodborne pathogen are:**
  - When you are helping a coworker who has been injured and is bleeding.
  - When you are cleaning up blood contamination from an accident, or trash that may have contaminated materials in it.
- **In these cases you should protect your hands with gloves.**
  - You may be able to get a pair of latex gloves from a first-aid kit in your work area.
  - Otherwise, you should use any clean work gloves you can find.
- **You also need to be aware of your facility's procedures for handling personal protective equipment once it has been exposed to blood.**
  - Many times you'll need to dispose of this PPE after you use it.
- **Because your work clothes and reusable PPE will require cleaning and decontamination, the Bloodborne Pathogens Standard also covers the handling of "laundry".**
  - Laundry should be handled as little as possible and always bagged appropriately.
  - It must never be sorted or rinsed at its originating location.
  - Bags must be used to transport laundry and should be red-orange in color, or display a "biohazard" label.

- **Biohazard labels are fluorescent red-orange as well, with the biohazard symbol in a contrasting color.**
  - The word "biohazard" itself appears on the lower portion of the label.
- **If the laundry is wet and shows a potential for "soak through", the bags must be leak-proof.**
  - All laundry should be handled with gloves and other appropriate protective equipment.
- **If the PPE you've worn can be decontaminated and re-used, make sure you place it in the appropriate bin or other collection container.**
- **If you work in an industry where blood supplies are present or exposure to blood can be an ongoing issue, following "safe work practices" and using personal protective equipment can substantially reduce your risk of exposure.**
- **Your risk of infection can be best addressed by vaccination.**
  - As we've discussed, there are currently no vaccines that can prevent HIV or Hepatitis C infection.
- **There is a vaccine for Hepatitis B and it's been available for some time.**
  - The vaccine is administered in three injections, given several months apart.
- **Hepatitis B vaccines are safe.**
  - There is no possibility of Hepatitis infection from the vaccine itself.
  - Ask your supervisor about your facility's policy regarding preventative Hepatitis B vaccination.
- **The Hepatitis B vaccine can also be important no matter what your work environment is.**

- **If you are accidentally exposed to Hepatitis B infected blood and have not been vaccinated, you can still receive an "accelerated vaccination series".**
  - Because many forms of Hepatitis B are slow to develop, vaccination may prevent infection if it's given in time.
  - But "after the fact" vaccination will not always prevent you from developing the disease.
  
- **OSHA considers your facility's "housekeeping" practices to be a very important element of your Exposure Control Plan.**
  
- **To keep your workplace clean, sanitary, as well as free of pathogens, the Bloodborne Pathogens Standard requires your facility to maintain written cleaning schedules that specify the methods of decontamination that will be used.**
  - This assures that work areas, equipment and "common areas" such as restrooms and locker rooms remain infection-free.
  
- **"Housekeeping" also includes using labeling to alert employees to potential sources of contamination.**
  - Any equipment and surfaces that come into contact with blood or other potentially infectious materials must immediately have a "biohazard" label affixed to them.
  
- **Once labeled, hazardous surfaces and equipment must be cleaned and decontaminated as soon as possible, using an approved disinfectant (such as diluted bleach).**
  - If they cannot be totally decontaminated, they must remain labeled as a "biohazard".
  
- **Protective coverings on equipment must always be replaced if they become contaminated.**
  
- **Before any piece of equipment is serviced or shipped it must be inspected for contamination as well.**
  - All employees or service personnel who may come in contact with these items must be notified of their location and type of contamination that exists there.

- **You also have to think about the materials that were used during clean-up.**
  - If you decontaminate a surface with diluted bleach and paper towels, what should you do with the contaminated towels?
  
- **OSHA considers towels and other potentially infectious materials that must be disposed of to be "Regulated Waste" and rules in the Bloodborne Pathogens Standard specifically address how to handle them.**
  - Just like laundry, "Regulated Waste" must be placed in labeled, closeable and leak-proof containers.
  - These containers must be closed and secured during handling.
  
- **If the outside surface of the primary waste container is contaminated, an appropriately labeled secondary container must be used as well.**
  - If there is a danger that the items contained in the waste could puncture the primary container, the secondary container must be puncture-resistant as well as leak-proof.
  
- **This waste must then be disposed of in accordance with existing federal and state regulations.**
  
- **As careful as we may be, we can still come into contact with items that have blood on them.**
  - You need to know what to do in case of such an emergency.
  
- **If you have been exposed to any potentially contaminated material you should first wash the affected area with soap and water as soon as possible. Then immediately:**
  - Clean any contaminated surfaces with your facility's approved disinfecting solution.
  - Dispose of any contaminated materials, including those that were used in the clean-up process, in an approved waste disposal container.
  - Any PPE that has been contaminated and is disposable should also be discarded.
  - Re-usable equipment should be decontaminated.

- **After any exposure incident, you will need to inform your supervisor and your Safety or Environmental Services Department.**
  - You may also need to complete an "incident report".
- **Your employer will immediately provide you with a written summary of:**
  - The routes of exposure that you experienced.
  - The circumstances under which the exposure occurred.
  - If possible, the identity of the individual from whom the potentially infectious material originated.
- **Your employer will also try to determine if the source individual's blood is infected with Hepatitis B, Hepatitis C or HIV.**
- **An appointment will then be arranged for you with a qualified healthcare professional to review the medical consequences of what took place.**
- **Your employer will provide the healthcare professional with information such as:**
  - The type of work you were doing when the incident occurred.
  - The result of the source individual's blood test.
  - Any of your medical records which are relevant to possible treatment.
- **With your permission, your blood will also be tested to determine if an infection has occurred.**
- **Your situation will be evaluated and discussed with you.**
  - Depending on the circumstances, medical treatment may be recommended.
  - If the "after the fact" Hepatitis B vaccination is called for, it will be provided by your employer at no cost.

- **The healthcare professional is also required to verify four things for your employer:**
  - That you have been informed of the results of their evaluation.
  - That you have discussed any medical condition resulting from the exposure that requires follow-up.
  - Whether they feel that you should receive the Hepatitis B vaccination.
  - Whether you have received the first injection in the Hepatitis B vaccination series.
  
- **All other information that results from your medical evaluation will remain confidential.**

**\* \* \* SUMMARY \* \* \***

- **Disease-causing micro-organisms found in human blood are called "bloodborne pathogens".**
  
- **Today, bloodborne pathogens such as HIV, Hepatitis B and Hepatitis C pose a serious health threat in the U.S. and around the world.**
  
- **OSHA's Bloodborne Pathogens Standard is designed to help counter this threat by reducing or eliminating the transmission of bloodborne diseases.**
  
- **The Standard requires each industrial or commercial facility to develop and implement its own Exposure Control Plan.**
  
- **In commercial and industrial environments, you are most likely to be exposed to bloodborne pathogens:**
  - When you help a coworker who has been injured and is bleeding.
  - When blood has gotten onto a piece of equipment that you will be using.
  - Any time you are handling materials that have been contaminated with blood.

- **Your facility's Exposure Control Plan spells out exactly how it will use policies, procedures, PPE and other control systems to reduce or eliminate these types of transmission hazards on the job.**
- **The plan also describes what will be done in case of accidental exposure, and what responsibilities an employer has to an employee who may have been exposed.**
- **OSHA's Bloodborne Pathogens Standard creates a strong foundation for keeping workers safe from being exposed to infectious material on the job.**
- **Now you also have the knowledge and skills to help make your workplace a safer and healthier place for everyone... every day!**

# **ACCOMPANYING MATERIALS**

# **ACCOMPANYING MATERIALS**

In order to assist you in conducting your session on bloodborne pathogens, we have provided a number of specific materials that can be used with this program. These materials have been furnished in PDF format on the DVD as well as printed "masters" in the back pocket of this binder. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

## **Scheduling and Attendance Form**

This form is provided so you can easily schedule your attendees into each session of the program. It is important that you have each attendee "sign-in" on the appropriate form, thereby documenting their attendance at the session. Typically, a copy of this attendance/"sign-in" form is filed in the employee's personnel file.

## **Quiz**

The quiz is normally given after viewing the program. However, if you want an indication of the "increase" in the attendees' knowledge about bloodborne pathogens, you can give the quiz both before and after the program is shown. You can also use the quiz as the basis for a class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the session. Typically, the quiz is filed in the employee's personnel file.

## **Training Certificate**

This form allows you to give every employee their own "certificate of completion" showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

## **Employee Training Log**

This log helps you to keep track of when each employee has taken this course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken, and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.

## **Booklet\***

A sample copy of the employee booklet that has been designed for use with this program has also been included. Using both text and illustrations to review important points, the booklet is designed to reinforce the message employees receive in the training session. The material is presented in the same order as seen in the program and is organized into concise sections, making it easy to understand and remember.

*\*Additional booklets, as well as copies of the poster that has been created to get employees thinking about bloodborne pathogens, are available from your distributor.*