



## BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

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In accordance with the Cal/OSHA Bloodborne Pathogens Standard, the following exposure control plan has been developed:

### A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or Other Potentially Infectious Materials (OPIM).
2. Comply with the Cal/OSHA Bloodborne Pathogens Standard, CCR-T8-5193.

### B. Exposure Determination

The State of California (Cal/OSHA) requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or Other Potentially Infectious Materials (OPIM). The exposure determination is made without regard to the use of personal protective equipment (*i.e., employees are considered to be exposed even if they wear personal protective equipment*).

This exposure determination is required to list all job classifications in which employees may be expected to incur an occupational exposure, regardless of frequency. "Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or other contact with blood or OPIM that may result from the performance of an employee's duties. Some CCWD job descriptions require First-Aid/CPR training. At CCWD, the following job classifications are in this category:

- *Canal Safety Guard*
- *Assistant Watershed Resource Specialist*
- *Watershed Resources Specialist*
- *Senior Watershed Resources Specialist*

In addition, Cal/OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these classifications would be expected to incur exposure to blood or OPIM, they are required to be listed in order to clearly understand which employees are considered to have a potential for occupational exposure to blood or OPIM. The employees with a risk of exposure would be First-Aid/CPR-trained employees assigned to perform tree maintenance or confined space attendant/rescue duties. Exposure may occur during performance of CPR/First-Aid.

The job classifications and associated tasks for these categories are as follows:

*Performing tree maintenance work*

- *Crew Leader-Grounds Maintenance*
- *Grounds Maintenance Assistant*
- *Crew Leader-Canal Maintenance*
- *Utility Worker (Canal)*
- *Crew Leader-Field (Canal)*

*Performing confined space attendant/rescue duties*

- *Crew Leader-Maintenance*
- *Maintenance Mechanic*
- *Instrument Technician*
- *Electrical Technician*

**C. Implementation Methodology**

Cal/OSHA also requires that this plan include the methods of implementation for the various requirements of the standard. The following complies with this requirement.

1. Compliance Methods

Universal precautions will be observed at CCWD in order to prevent contact with blood or OPIM. All blood will be considered infectious regardless of the perceived status of the source individual.

*Protective Controls - General Requirements*

Protective controls will be utilized to eliminate or minimize exposure to employees at CCWD. Personal protective equipment shall be utilized whenever there is occupational exposure to blood or OPIM. At CCWD, the following protective controls will be utilized: "CPR Shields/Barriers" and "Bodily Fluid Clean-Up Kits". The CPR barriers and cleanup kits shall be located at first-aid cabinets and on crew vehicles.

The above controls will be examined, maintained, or replaced annually by supervisors in the affected departments to ensure their effectiveness. All procedures involving blood or OPIM shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

2. Hygiene for Classifications with Exposure

CCWD shall provide hand washing facilities that are readily accessible to employees. For field operations where the provision of hand washing facilities is not feasible, Bodily Fluid Cleanup kits are provided with antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic

towelettes.

When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible. Employees will wash their hands immediately, or as soon as feasible, after removal of gloves or other personal protective equipment.

Employees will wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately, or as soon as feasible, following contact of such body areas with blood or OPIM.

Where there is a likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

All cleanup procedures will be conducted in a manner that will minimize splashing, spraying, spattering, and generation of droplets of blood or OPIM.

### 3. Cleaning and Decontamination of the Worksite

Line supervisors shall ensure that the worksite is maintained in a clean and sanitary condition. The method of cleaning or decontamination used shall be effective and appropriate for the location of the facility, type of surface or equipment to be treated, and tasks or procedures used.

All equipment and work surfaces shall be cleaned and decontaminated after contact with blood or OPIM immediately or as soon as feasible. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood for becoming contaminated with blood or OPIM shall be inspected and decontaminated immediately or as soon as feasible upon visible contamination.

Decontamination will be accomplished by utilizing the solutions provided in the Bodily Fluid Cleanup kits or by using bleach solution (concentrated bleach to water 1-10).

### 4. Personal Protective Equipment (PPE)

#### *PPE Provision*

Appropriate PPE is provided for employees performing First-Aid/CPR or blood/OPIM cleanup and decontamination tasks. All PPE used at CCWD will be provided without cost to employees where occupational exposure to blood or OPIM. Personal protective equipment will be chosen based on the anticipated exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the PPE will be used. PPE (CPR barriers and gloves from Bodily Fluid Clean-up Kits) is located at first-aid cabinets and on crew vehicles.

#### *PPE Use*

Line supervisors shall require employees to use appropriate PPE during First-Aid/CPR or blood/OPIM cleanup and decontamination duties. However, the employee may choose to decline

to use PPE when under rare and extraordinary circumstances it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the employee shall report the circumstances to their supervisor who shall advise the Safety Officer. The Safety Officer shall investigate and document the situation in order to determine whether changes can be instituted to prevent such occurrences in the future.

#### *PPE Accessibility*

Line supervisors shall ensure that appropriate PPE is readily accessible at the work site or is issued without cost to employees. CPR barriers/shields, protective latex gloves, face masks, aprons, and safety glasses shall be readily accessible.

#### *PPE Disposal*

All personal protective equipment and clothing will be disposed of by CCWD. All necessary replacements will be made by the CCWD at no cost to the employee.

All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for disposal. Containers shall be labeled and color-coded as a biohazard.

#### *Gloves*

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, non-intact skin, mucous membranes or OPIM, and when handling or touching contaminated items or surfaces.

Disposable gloves used at CCWD are not to be washed or decontaminated for re-use and are to be replaced when they become contaminated, or if they are torn, punctured, or when their ability to function as a barrier is compromised.

#### *Masks, Eye, Face and Body Protection*

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields are required to be worn whenever splashes, spray, spatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Additional protective clothing (such as aprons or similar outer garments) shall be worn in instances when contamination of normal work clothing can reasonably be anticipated.

### 5. Waste Disposal and Labeling

After cleaning and decontamination, biohazardous waste is placed in a labeled bag or other closeable container. The biohazard container shall be placed in a secondary container if leakage of the primary container is possible.

The second container shall also be closeable, constructed to contain all contents, and prevent leakage during handling, storage, transport, or shipping. The second container shall be properly labeled to identify its contents.

The label shall include the universal biohazard symbol and the legend **BIOHAZARD**. The word **BIOHAZARD WASTE** may be substituted for the **BIOHAZARD** legend. The label shall be fluorescent orange or orange-red. See Appendix B for more information.

## 6. Provision of Hepatitis B Vaccine

CCWD shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure to blood or OPIM and also to employees who have actual exposure due to a work-related exposure incident.

The Safety Officer or Risk Management Officer shall assist the employee to obtain medical evaluations, the hepatitis B vaccine and vaccination series, and post-exposure evaluation and follow-up, including prophylaxis at the employee's option. Vaccine and medical assistance shall be:

- a. Made available at a reasonable time and place and at no cost to employees covered under this plan;
- c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
- d. Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

### *Hepatitis B Vaccination*

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see Information and Training) and within 24 hours of an exposure incident unless:

1. the employee has previously received the complete Hepatitis B vaccination series,
2. antibody testing has revealed that the employee is immune, or
3. the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination. If the employee initially declines Hepatitis B vaccination but at a later date, while still under the standard, decides to accept the vaccination, the vaccination shall then be made available. All employees who decline the Hepatitis B vaccination shall sign a Cal/OSHA required waiver indicating their refusal (Appendix A). If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available.

### *Post Exposure Evaluation and Follow Up*

All exposure incidents shall be reported, investigated, and documented. When the employee is involved in an exposure incident, it shall be reported to the Safety Officer:

Following a report of an exposure incident, CCWD shall assist the exposed employee to obtain a confidential Medical Evaluation and follow-up from a healthcare professional at the employee's option. The exposed employee shall immediately receive a confidential Medical Evaluation and follow up from the medical provider, including the following elements:

- a. Written documentation of the route of exposure and the circumstances under which the exposure incident occurred.
- b. Identification and documentation of the "source individual" (source of occupational exposure to the employee, e.g. trauma victim), unless it can be established that the identification is infeasible or prohibited by the State or local law.
- c. The source individual's blood shall be tested as soon as feasible after consent is obtained in order to determine Bloodborne Pathogens infectivity. If consent is not obtained, the Safety Officer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- d. When the source individual is already known to be infected with HBV, HCV, or HIV testing of the source individual's known HBV, HCV, or HIV status need not be repeated.
- e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The Safety Officer or Risk Management Officer will coordinate the collection and testing of blood for HBV, HCV, and HIV serological status and will comply with the following:

- a. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- b. The employee will be offered the option of having their blood collected for baseline testing for HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the baseline blood should be tested for HIV serological status. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the Cal/OSHA standard. All post-exposure follow up will be performed by CCWD's contracted clinics.

Counseling and evaluation of reported illness shall be provided by CCWD's Employee Assistance Program professionals or under the employee medical plan, at the option of the employee.

### *Information Provided to the Healthcare Professional*

The Safety Officer or Risk Management Officer shall be responsible for providing the following information to the healthcare professional responsible for employee's Hepatitis B vaccination and evaluating an employee after an exposure incident:

- a. A copy of Cal-OSHA's Bloodborne Pathogens regulations.
- b. A written description of the exposed employee's duties as they relate to the exposure incident.
- c. Written documentation of the route of exposure and circumstances under which exposure occurred.
- d. Results of the source individuals blood testing, if available.
- e. All medical records available to CCWD related to the employee's Hepatitis B vaccinations and medical examination results.

### *Healthcare Professional's Written Opinion*

The Safety Officer or Risk Management Officer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for HBV vaccination and post-exposure follow up shall be limited to the following information:

- a. Whether Hepatitis B vaccination is indicated for employee and if employee has received such vaccination.
- b. A statement that the employee has been informed of the results of the evaluation and that the employee has been advised about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment.

**Note:** All other findings or diagnosis shall remain confidential and shall not be included in the written report.

## 7. *Information and Training*

The Safety Officer shall provide or arrange for training to employees covered under the plan at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of previous training. Training shall be provided at no cost to the employee and at a reasonable time and place. Training shall be tailored to the education and language level of the employee, offered during a normal workshift. The training will be interactive and cover the following elements:

- a. An accessible copy of the standard and an explanation of its contents.
- b. A discussion of the epidemiology and symptoms of bloodborne diseases.
- c. An explanation of the modes of transmission of bloodborne pathogens.
- d. Explanation of the CCWD Bloodborne Pathogen Exposure Control Plan (this program) and

- provision of a copy.
- e. An explanation of appropriate methods for recognition of tasks that may involve exposure to blood or OPIM.
  - f. An explanation of the use and limitations of methods to reduce exposure, for example, engineering controls, administrative or work practice controls, personal protective equipment (PPE).
  - g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE's.
  - h. An explanation of the basis of selection of PPE's.
  - i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
  - j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
  - k. An explanation of the procedures to follow if an exposure incident occurs, including the method for reporting the incident. The medical follow-up that will be made available.
  - l. Information on the evaluation and follow-up required after an employee exposure incident.
  - m. An explanation of the signs, labels, color coding systems.
  - n. An opportunity for interactive questions and answers. The person conducting the training shall be knowledgeable in the subject matter. Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in the provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

## 8. Recordkeeping

### *Medical Records*

Human Resources and Risk Division is responsible for maintaining medical records related to occupational exposure as indicated below. These records will be kept in the Division files.

Medical records concerning the bloodborne pathogens program shall be maintained in accordance with Title 8, California Code of Regulation, Section 3204. These records shall be kept confidential, not disclosed without employee's written consent, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a. The name and social security number of the employee.
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination and ability to receive vaccination.
- c. A copy of all results of examination, medical testing, and follow-up procedures.
- d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances.
- e. A confidential copy of the healthcare professional opinion, if made available to

CCWD.

### *Training Records*

The Safety Officer is responsible for keeping and maintaining employee training records on the bloodborne pathogens program.

Training records shall be kept for three years from the date of training. The following information shall be documented:

- a. The dates of training sessions.
- b. An outline describing the material presented.
- c. The names and qualifications of persons conducting the training.
- d. The names and job titles of all persons attending the training sessions.

### *Availability*

The employee's records shall be made available to the employee or, with the employee's written consent, to his designated representative for examination and copying upon request in accordance with Title 8, California Code of Regulation, Section 3204.

All employee records shall be made available to the Chief of the Division of Occupational Safety and Health (DOSH) and the National Institute for Occupational Safety and Health (NIOSH) upon request.

### *Transfer of Records*

If CCWD ceases to be a public agency and there is no successor employer to receive and retain the records for the prescribed period, the Chief of DOSH shall be contacted for final disposition in accordance with the Section 3204.

## 9. Evaluation and Review

The Safety Officer is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.



## RECORD OF HEPATITIS "B" VACCINE

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### ACCEPTANCE (YES):

- Yes, I understand that due to my occupational exposure to blood or other potentially infectious materials (OPIM), I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. I accept the Hepatitis B vaccination. Please contact me, at the phone number below, regarding scheduling.

OR

### DECLINATION (NO):

- I understand that due to my occupational exposure to blood or other potentially infectious materials (OPIM), I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or OPIM and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name: \_\_\_\_\_  
(please print)

Employee Signature: \_\_\_\_\_

Phone Number to Contact Me: \_\_\_\_\_

**LABELING REQUIREMENTS**

	Biohazard Label	Red Container
Regulated Waste Bags	<b>X</b>	<b>X</b>
Containers used for storage, transport, or shipping of blood or OPIM	<b>X</b>	<b>or</b> <b>X</b>
Contaminated equipment needing service	<b>X</b>  PLUS A LABEL SPECIFYING WHERE CONTAMINATION EXISTS	