

OCCUPATIONAL EXPOSURE TO BLOOD BORNE DISEASES

It is the intent of the District to provide its employees with a safe working environment. Employees who can be “reasonably anticipated” to come in contact with blood and other potentially infectious materials through the performance of their work will be provided with training materials, personal protective devices, medical treatment and any necessary follow-up.

1. Employees may be exposed to Hepatitis B virus (HBV), human immunodeficiency virus (HIV) which causes acquired immunodeficiency syndrome (AIDS), and other blood borne diseases when contact is made with blood and other infectious materials.
2. Job classifications whose duties may involve the risk of directly contacting blood or other potentially infectious materials at least once a month on average are identified by the Chief Human Resources Officer or the college Chief Business Officer.

Included in this category are classifications exposed to:

- a. 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;
 - b. Any unfixed tissue or organ (other than intact skin) from a human (living or dead);
 - c. HBV-containing cell or tissue cultures, organ cultures, and HBV containing culture medium or other solutions, and blood, organ or other tissues from experimental animals infected with HBV.
3. Employees who feel their position should be included on the list of exposure positions should contact the Chief Human Resources Officer or the college Chief Business Officer and request a review of the position.
 4. All exposures are to be documented on an Incident Report Form available from the Human Resources Offices or from Police Services. The form is to be kept on file in the department and a copy sent to District Human Resources. Employees and/or their supervisor are required to call Company Nurse (1-888-375-9779) to report the incident. Company Nurse will transmit the employee's injury information to the District's Workers' Compensation Claims Coordinator.
 5. Employees in positions identified as exposure positions will be trained to identify blood and infectious materials, report incidents, and to replenish protective supplies.
 6. Following a report of an exposure incident, District Human Resources shall make immediately available to the exposed employee a confidential medical evaluation and necessary follow up. Employees should contact Company Nurse or the District Human Resources Office for a list of authorized medical treatment facilities.

Hepatitis B Vaccinations

Employees holding positions identified as exposure positions will be offered the opportunity to undergo the Hepatitis B Vaccination series at District expense. The vaccinations will be administered by District physicians. Employees in exposure positions may decline the Hepatitis B Vaccination but must complete the Declination of Hepatitis B Vaccination Form. The form will be filed in the employee's personnel file.

US Department of Labor, OSHA 29 CFR part 1910.1030

**EXPOSURE CONTROL PLAN
OCCUPATIONAL EXPOSURE TO BLOOD BORNE DISEASES**

Purpose

Pursuant to the United States Department of Labor, Occupational Safety and Health Administration's regulation 29 CFR Part 1910.1030, the Contra Costa Community College District (CCCCD) has adopted the following policy:

It is the intent of Contra Costa Community College District to comply with all regulations by providing its employees with a safe working environment. Training materials, personal protective devices, medical treatment and follow-up are provided to protect its employees' welfare.

Scope

All employees who can be "reasonably anticipated" to come in contact with blood and other potentially infectious materials through the performance of their work are subject to this policy.

Identified are two groups of affected employees. The first group has frequent contact with infectious materials; the second group may come in contact with infectious materials. For the purposes of this policy, both groups of employees are treated the same. However, employees with frequent contact are required to take additional precautions.

Exposure Control Plan

Though minimal, the potential exists, when contact is made with blood and other infectious materials, for employees to be exposed to Hepatitis B virus (HBV), human immunodeficiency virus (HIV) which causes acquired immunodeficiency syndrome (AIDS), and other blood borne diseases. It is the legal and moral responsibility of the District to provide appropriate safeguards for employees who may be exposed to these potentially dangerous viruses.

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.

All exposures will be reported immediately on an Incident Report Form (Exhibit A) and forwarded to District Human Resources within 24 hours. The form can be obtained on the District website under Human Resources Department.

Information and Training

Employees subject to this policy will be trained to identify blood and infectious materials, report incidents, and replenish protective supplies. In addition, they will be taught about the availability of HBV vaccinations, lab testing, recordkeeping and confidential practices. Training will be provided to employees upon employment or in the event of a change in assignment when that change places the employee in a position of possible exposure. If an employee feels his/her position should be included on the list of exposure positions, he/she shall contact the location Vice President, Director of Business Services, or Vice Chancellor, Human Resources as appropriate, and request a review of the position.

Training materials will include a copy of this policy, discussion on blood borne diseases and their transmission, safeguards, use of personal protective equipment, the use and availability of the Hepatitis B vaccine, response to emergencies involving blood, how to handle exposure incidents, post-exposure evaluation and follow-up programs and how to identify signs, labels and color-coding of biohazard waste.

Definitions

For the purposes of this policy, contaminants and infectious materials will be defined as: blood, human secretions and bi-products; and used and soiled objects with the previous mentioned matter upon them or in them.

Responsibilities

The Director of Business Services (CCC/LMC), Vice President (DVC), and the Vice Chancellor, Human Resources (DST) are responsible for coordinating the implementation of requirements of the this exposure control plan and for monitoring compliance.

Supervisors of employees determined to fall within the scope of this exposure control plan, are responsible for ensuring that employees are provided with the required training and for establishing departmental exposure control measures. District Human Resources is responsible for coordinating the plan's Hepatitis B Vaccine requirements and for coordinating the plan's occupational exposure incident procedures.

Tasks and Procedures Where Exposure May Occur

Employees may come in contact with blood and other infectious materials when providing emergency medical services and/or first aid; cleaning facilities and areas where syringes, needles, human bi-products, and waste are present; cleaning/assisting children with restroom functions; or involved in an altercation. The following job classifications are likely to be involved in the above.

Exposure Positions

The following job classifications based on the employee's routine job duties have reasonable anticipated exposure to blood or other potentially infectious materials:

Athletic Equipment Manager	Lead Maintenance Mechanic
Athletic Trainer	Locker Room Attendant
Biology Instructor	Maintenance Mechanic
Child Care Assistant	Medical Technician Instructor
Custodian	Nursing Instructor
Dental Assistant Instructor	Nursing Instructional Specialist
Dental Hygiene Instructor	Parking Services Officer
Family Life Education Specialist	Police Services Dispatcher
Health Science Instructor	Police Services Officer
Instructional Assistant (Biology)	Senior Parking Services Officer
Lead Custodian	Senior Equipment Maintenance Worker

Please note: if an employee renders emergency first aid assistance during the presence of blood, regardless of whether or not an exposure incident occurs, OSHA requires that the employee be offered the Hepatitis B vaccine within 24 hours.

Method of Compliance

All employees subject to this policy shall be directed to practice "universal precautions" and treat all body fluids/materials as if infectious. Employees shall also be directed to:

1. Hand wash frequently with soap and disinfectants.
2. Hand wash when involved in an exposure incident.
3. Use all safeguards including the carrying of towelettes and disinfectant when on excursions or away from washing facilities.
4. Place needles and sharps in a puncture-resistance containers appropriately marked.
5. Minimize splashing and spraying of blood.
6. Ensure appropriate packaging of specimens, regulated wastes, and decontaminate equipment or label it as contaminated before shipping to servicing facilities.
7. Minimize unnecessary involvement of others, especially untrained persons, in incident.

Training, personal protective equipment, vaccinations and materials associated with this policy shall be provided to the affected employees at no cost. Declination of the vaccination shall be recorded on the Declination of Hepatitis B Vaccination form (Exhibit B) and signed by the employee. This form shall be retained with other documentation regarding the training process.

Medical Treatment and Facilities

The District's designated physician groups shall provide the required vaccinations, testing and follow-up according to the latest recommendations of the United States Public Health Service.

Concentra Medical Center

2970 Hilltop Mall Road, Suite 203, Richmond, California 94806 (510) 222-8000

Muir/Diablo Occupational Medicine

2231 Galaxy Court, Concord, California 94513 (925) 685-7744

Muir/Diablo Occupational Medicine

2400 Balfour Road, Suite 230, Brentwood, California 94513 (925) 626-3801

Muir/Diablo Occupational Medicine

1981 N. Broadway, Suite 190, Walnut Creek, California 94596 (925) 932-7715

Willow Pass Medical Group

53 Manor Drive, Suite A, Bay Point, California 94565 (925) 458-6125

Hepatitis B Vaccinations

The District shall make available, at no cost, to all employees identified as having job duties with reasonable anticipated exposures, the Hepatitis B vaccination series within 10 days of job duty assignment.

If the employee declines to accept the vaccination, OSHA requires the employee to sign a statement acknowledging that the vaccination was made available and that the employee chose to decline at that time.

If the employee initially declines the vaccination, but at a later date, while still covered by the OSHA Standard, decides to accept the vaccination, the District shall make the vaccination available to the employee at no cost to the employee.

Any employee involved in an occupational exposure incident, who has not been vaccinated, must be offered, when medically indicated, a post-exposure protective vaccination, at no cost to the employee by one of the authorized medical treatment facilities.

The Hepatitis B Vaccination Consent/Declination Statement will be used to document the employee's consent or declination of the vaccine series. This form is to be completed as part of the hiring packet and filed in the employee's personnel file.

Report of Exposure Incident

Any employee involved in an occupational exposure incident must inform his/her supervisor immediately. The Incident Report Form for Blood/Body Fluid Exposure (Exhibit C) is to be completed with a copy sent to District Human Resources, a copy maintained in the department files and a copy placed in the employee's personnel file.

Post Exposure Medical Evaluation/Treatment

The District will make immediately available to any employee who has had an occupational exposure incident, a confidential post-exposure medical evaluation, counseling and follow-up, and when medically indicated offer a post exposure protective vaccine at no cost to the employee.

Source Individual History/Consent for Testing and Exchange of Information

All attempts will be made to obtain consent of the source individual (or that of the source individual's parent or legal guardian if the source individual is a minor):

- To exchange information between the source individual's physician, the exposed employee's physician and District Human Resources; and,
- To test the source individual to determine HBV or HIV infectivity. If the source individual's infectious status is already know then the test process need not be repeated.
- If consent is given, the infectivity status shall be made available to the exposed employee's health provider.

The exposed employee shall be informed of the laws and regulations relating to the confidentiality and disclosure of the identity and infectious status of the source individual.

Refusal of Consent by Source Individual

Should the source individual (or the source individual's parent or legal guardian if the source individual is a minor) refuse consent for testing, then District Human Resources shall document the refusal.

Exposure Incident Records

All records and copies of forms related to exposure incidents and follow-up procedures will be maintained by the department and District Human Resources.

Biohazard Wastes

Biohazard regulated waste shall be placed in containers (plastic bags) which are closable, leak-proof, and labeled or color-coded as containing biohazard materials.

Contaminated sharps and needles shall be placed in puncture resistant, leak-proof closable containers that are identified by red color or labeled with biohazard identification. Containers with sharps and needles will be disposed of according to District procedures.

Each site shall have a specially designated, labeled trash container for the disposal of biohazard materials in a secure area. The contents in these containers will be disposed of routinely according to applicable regulations.

Recordkeeping

Records of training dates and participants will be maintained in the department. Incident reports and medical records of each employee will be retained the District Human Resources Office for the duration of an employee's employment. All records will be kept confidential and will include the employee's name and social security number; Hepatitis B vaccination status (including dates); results of any examinations, medical testing and follow-up procedures. Training records will be maintained for a minimum of three years and must include dates, contents of the training program or a summary, trainer's name and qualifications, names and job titles of all persons attending the sessions. Medical records will be made available to the subject employee, anyone with verified written consent of the employee, Occupational Safety and Health Act Agency (OSHA), and the National Institute for Occupational Safety and Health (NIOSH).

June 1993
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Related:
Human Resources Procedure 1080.07