

THE CITY OF TROY

BLOOD BORNE-PATHOGENS EXPOSURE CONTROL POLICY

PURPOSE

The City of Troy has established this written exposure-control plan, in accordance with The City of Troy's Safety Policy, for all employees who handle, store, use, process or dispose of potentially infected blood, blood products, or other infectious substances. This policy includes requirements for personal protective equipment, engineering controls, housekeeping procedures, training, exposure reporting and recordkeeping.

RESPONSIBILITIES

The City of Troy Risk Manager and Human Resources Director will manage the blood borne pathogens exposure-control program, and maintain all records pertaining to it. The City of Troy, through its employees responsible for managing the program will ensure proper adherence to the program through periodic audits. The exposure-control plan will be reviewed and updated at least annually.

DEFINITIONS

Biological Hazard: Any viable infectious agent that presents a potential risk to human health.

Blood borne pathogens: Microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and hepatitis B (HBV), which are spread through contact with infected blood or blood products.

Medical Wastes/Infectious Wastes: Blood, blood products, bodily fluids, any waste from human and animal tissues; tissue and cell cultures; human or animal body parts removed by means of surgery or autopsy.

Universal Precautions: Preventing exposure to blood borne pathogens by assuming all blood and bodily fluids to be potentially infectious, and taking appropriate protective measures.

Note: This policy is intended to supplement those intra-department policies where those policies do not reference provisions which are included under this policy. This policy will not change or affect the application of the current in-house policy used by the Troy Police Department or Troy Fire/Rescue Department unless otherwise noted.

TRAINING

The City of Troy will provide training on blood borne pathogens exposure to any employee whose assigned job duties include first aid, HAZMAT response or custodial work (such as cleaning restrooms).

All employees in affected jobs will receive training upon hiring, and yearly thereafter. The training will include:

- City policy;
- Types and transmission of blood borne pathogens;
- General safety rules;
- Universal precautions;
- Use of personal protective equipment (PPE);
- Medical waste disposal procedures;
- Post-exposure treatment and procedures;
- HBV vaccinations.

GENERAL WORK PROCEDURES

The City of Troy personnel must follow these procedures for controlling exposure to blood borne pathogens:

- Supervisors must ensure that their employees are trained in proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.
- Engineering controls will be examined and maintained on a regular schedule to ensure their effectiveness.
- The City of Troy will provide resuscitation equipment and other ventilation equipment to eliminate the need for direct mouth-to-mouth contact for employees whose jobs would require them to perform emergency resuscitation.
- Do not eat, drink, smoke, handle contact lenses or apply cosmetics in areas where exposure to blood borne pathogens is possible. Do not store food and drinks in refrigerators or cabinets where blood and other potentially infectious materials are stored.
- Wear disposable latex or vinyl gloves if:

1. you have cuts, abrasions, chapped hands, dermatitis or similar conditions;
 2. you are examining a patient with an open skin wound and active bleeding;
 3. you are handling blood, blood products or body secretions.
- Wear gowns, aprons or lab coats whenever there is a possibility that bodily fluids could splash on an employee.
 - Perform procedures involving blood and other potentially infectious materials in such a manner that will minimize splashing or spraying.
 - Wear protective clothing if entering a laboratory or work area where potentially infectious materials are handled.
 - Wash your hands as soon as possible after handling potentially infectious materials, and after removing protective clothing and equipment.
 - Remove all protective equipment when leaving the work area and, if the equipment is contaminated, place it in a proper storage container for washing, decontamination or disposal.
 - Remove contaminated clothing before entering other areas of the building or leaving the building.

MEDICAL WASTES

Separate all medical/infectious waste from other waste at the point of origin, and place (except for sharp objects) in double, disposable red bags with “Biohazard” and “Infectious Waste” labels.

Place all ‘sharps,’ such as needles, scalpels, razor blades or broken glass, in puncture-proof, leak-proof, labeled or color-coded containers for proper disposal.

Place all infectious waste in leak-proof bins or barrels marked “Biohazard” and “Infectious Waste.” These will be collected by a licensed infectious-waste removal company.

Disinfect contaminated reusable equipment before washing for re-use. Decontaminate reusable glassware in a 1-to-9-bleach solution before rinsing and acid washing; then sterilize the glassware in an autoclave. Decontaminate floors and other surfaces with a 1:9 bleach solution as well.

ENGINEERING CONTROLS

Changes in technology that eliminate or reduce exposure to blood borne pathogens will be incorporated when identified. Consideration and implementation of appropriate, commercially-available, effective and safer medical devices are documented annually.

HEPATITIS B (HBV) VACCINATIONS

The City of Troy will provide, at its own expense, hepatitis B vaccines to employees covered under this program and who choose to be vaccinated. The City of Troy will document that it offered the vaccine, as well as the employees' decision to accept or decline and the date of vaccination.

REPORTING

Any employee who has suffered a cut, needle stick or mucous membrane exposure to another person's bodily fluids, or who has been exposed to human blood and blood products, must report the incident immediately to the Human Resources Department and Risk Management. A First Report of Injury shall be filed.

An employee covered under this program, or an employee acting as a "Good Samaritan," who has been exposed on the job to HIV, HAV, HBV, HCV or other potentially infectious material will be tested at the time of exposure to determine if the virus has been transmitted. The employee will be re-tested at six weeks, three months, and six months after exposure. All testing will be performed at The City of Troy's expense. The City of Troy will also contact the exposure source and request that that person to be tested, at the city's expense. The testing for this person is not mandatory, however, and refusal will not affect his or her employment.

Test results will be provided to source and exposed employees within five business days of their receipt. Confidentiality will be maintained for both the exposed employee and the exposure sourcee during all phases of the post-exposure program.

RECORDKEEPING

The City of Troy Human Resources and Risk Management Departments will maintain all exposure reports, training and HBV vaccination records.

Hepatitis B or HIV contracted on the job will be recorded by a First Report of Injury as an illness. Exposure to blood borne pathogens from contact with 'sharps' will be recorded by a First Report of Injury.

APPENDIX 1
EXPOSURE DETERMINATION

The following job classifications and employees of The City of Troy are covered by the

Blood borne Pathogens Standard:

- Firefighter / EMT / Paramedic
- Law Enforcement Officers
- Jailers / Corrections Officers
- Environmental Services
- Recycle Center
- Parks & Recreation
- Water Department
- Sewer / Wastewater
- Electric Utility
- Administrative and/or office employees who have contact with the public
- Any employee who may be exposed to bio-hazards, cleaning fluids, other chemical exposures, or other potentially infectious materials.

APPENDIX 2

Hepatitis B Vaccine Declination Form

I understand that due to my occupational exposure to blood or other potentially infectious materials 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 myself. However, I decline 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 other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination at no charge to me.

Signature of employee

Print name of employee

Witness signature and position

Date
