

REGIONAL SCHOOL UNIT No. 67

EXPOSURE CONTROL PLAN PROCEDURE 2

The R.S.U. No. 67 Board of Directors is committed to providing a safe and healthful work environment for our entire staff. In accordance with OSHA bloodborne pathogens standard, 29 CFR 1910 1030, the following exposure control plan has been developed:

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications in R.S.U. No. 67 in which all employees have occupational exposure:

- School Nurses – medical emergencies/personal care
- School Health Aid – medical emergencies/personal care
- School Secretaries – medical emergencies/personal care
- At-risk special education personnel - medical emergencies/personal care
- Bus Drivers & Spare Bus Drivers – medical emergencies/personal care
- Janitors & Spare Janitors – medical emergencies/personal care and custodial duties

IMPLEMENTATION SCHEDULE AND METHODOLOGY

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Compliance Methods: Universal precautions shall be observed at R.S.U. No. 67 in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material shall be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls shall be used to eliminate or minimize exposure to employees in this district. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used. In this district the following engineering controls shall be followed:

All contaminated sharps shall be placed in a sharps container.

The above controls shall be examined and maintained on a regular basis.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. In this district hand washing facilities are located in all bathrooms, in most custodial areas, in kitchen areas, in some classrooms and in the nurse's offices.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

REGIONAL SCHOOL UNIT No. 67

Needles: Contaminated needles and other contaminated sharps shall not be bent, recapped, removed, sheared or purposely broken.

Containers for Sharps: Contaminated sharps are to be placed immediately, or as soon as possible, after use into appropriate sharps containers. In R.S.U. No. 67 the sharps containers are puncture resistant, labeled with a biohazard label, and are leak proof. Sharps containers are located at each school in the nurse's office and in most main offices.

Personal Protective Equipment: All personal protective equipment used in this district shall be provided without cost to employees. Personal protective equipment shall be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment shall be considered appropriate only if it does not permit blood or other potentially infectious materials 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 that the protective equipment shall be used.

Gloves shall be worn where it is reasonably anticipated that employees shall have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves shall be available from the school nurse, all offices, and in all classrooms. Employees shall wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or other potentially infectious materials. Disposable gloves used in this district are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves shall be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

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, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

The schools of R.S.U. No. 67 shall be cleaned and decontaminated according to the maintenance schedule. Decontamination shall be accomplished by using cleaning materials deemed necessary by maintenance. MSDS sheets are available for all materials used.

All contaminated work surfaces shall be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated daily.

REGIONAL SCHOOL UNIT No. 67

Any broken glassware that may be contaminated shall not be picked up directly with the hands. Glass shall be picked up or swept up by mechanical means.

Regulated Waste Disposal: All contaminated disposable sharps shall be discarded as soon as feasible in sharps containers that are located in the school.

Hepatitis B Vaccine: All employees who have been identified as having exposure to blood or other potentially infectious materials shall be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine shall be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine shall sign a waiver that uses the wording in Appendix A of the OSHA standard.

Employees who initially declined the vaccine, but who later wish to have it, may then have the vaccine provided at no cost. The school nurse(s) is responsible for assuring that the vaccine is offered, the waivers are signed, and the employees are advised where the vaccine shall be administered.

Post-Exposure Evaluation and Follow-up: 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.

When the employee incurs an exposure incident, it should be reported to the school nurse or building administration immediately. The superintendent's office shall maintain all records of exposure incidents.

All employees who incur an exposure incident shall be offered post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up shall include the following:

- a. Documentation of the route of exposure and the circumstances related to the incident. Employees shall fill out an accident report and send it to the superintendent's office.
- b. If possible, the identification of the source individual.

The district nurse(s) has been designated to assure that the procedure outlined here is effectively carried out as well as to maintain records related to this policy.

Record Keeping: All records required by the OSHA standard shall be maintained by the district nurse and the superintendent.

REGIONAL SCHOOL UNIT No. 67

Cross References: GBEAAB – Exposure Control Plan
GBEAAB-R1 – Exposure Control Plan Program Administration
OSHA standard 29 CFR 1910.1030

Adopted: March 17, 2010

Revised: April 9, 2013; January 7, 2015