

**BLOODBORNE PATHOGENS
EXPOSURE CONTROL PROGRAM**

**Knott Brake Company
29 CFR 1910.1030**

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CONTROL PROGRAM
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I. PURPOSE & SCOPE

Knott Brake Company is committed to providing a safe and healthful work environment for employees. The following Bloodborne Pathogens Program will provide guidelines and procedures to prevent or minimize the exposure of employees to these pathogens or other potentially infectious materials, and to ensure compliance with the OSHA Standard 29 CFR 1910.1030.

II. DEFINITIONS

- **Bloodborne Pathogens:** Infectious microorganisms carried in the blood of humans that can cause disease. These pathogens include Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).
- **Contaminated:** Any item or surface that has blood or other potentially infectious materials on them.
- **Decontamination:** Physically or chemically removing or destroying bloodborne pathogens on a surface or item, rendering them incapable of transmitting infectious particles, and making them safe for handling, use, or disposal.
- **Engineering Controls:** Controls that isolate or remove pathogens hazards from the workplace.
- **Exposure Incident:** When an employee has contact with blood or other infectious materials. This contact includes specific eye, mouth, or other mucous membranes, non-intact skin, or parenteral contact.
- **HBV:** Hepatitis B Virus
- **HIV:** Human Immunodeficiency Virus
- **Non-Intact Skin:** Skin that has cuts, abrasions, or other openings through which bloodborne pathogens could enter the bloodstream.
- **Occupational Exposure:** Reasonably expected employee contact with or other potentially infectious materials that may result from the performance of an employee's duties.
- **Parenteral:** Puncture wounds to the skin or mucous membranes caused by bites, cuts, abrasions or needlesticks.
- **Personal Protective Equipment:** Special clothing or equipment worn by an employee for protection of hazards.
- **Sharps:** Any object that can penetrate the skin, including needles, broken glass, metal shards, wires, etc.
- **Source Individual:** An individual, living or dead, whose blood or other infectious materials may be a source of exposure to an employee.
- **Universal Precautions:** The treatment of all human blood and other body fluids as if they were known to be infectious for HIV, HBV, and other bloodborne pathogens.
- **Work Practice Controls:** Controls that reduce the likelihood of exposure by changing the way a task is performed.

III. JOB CLASSIFICATIONS

Hazards will be determined in the workplace according to job classification. The following employees may experience occupational exposure to infectious materials:

CLASS A
Certified First Aid Responders
Maintenance/ Janitorial

CLASS A employees are trained in first aid procedures. These employees agree to be responsible for administering first-aid procedures and for cleaning up contaminated materials after an accident.

All employees not falling into the above category (CLASS B), will still be apprised of potential exposure hazards that may occur in the workplace due to accidental contact or "Good Samaritan" acts, such as assisting a fellow employee who is cut or injured in the course of their job. Any employee having such exposure will be offered post-exposure evaluation and follow-up.

IV. HBV VACCINATION PROGRAM

According to OSHA regulations, Knott Brake Company will offer the HBV Vaccine free of charge to all employees who are classified as first aid responders; or any other employee in a maintenance role who may be exposed to blood or other body fluids.

Employees refusing a vaccine must sign a statement to that effect. If the employee chooses to get the vaccine in the future, and is still potentially exposed to bloodborne pathogens due to job classification, they may still receive the vaccine, free of charge.

Records of HBV Vaccinations and refusal statements will be kept current and will be located in the employee personnel files.

V. ENGINEERING AND WORK PRACTICE CONTROLS

All employees at Knott Brake Company will observe "universal precautions." All human blood and certain human bodily fluids will be treated as if they are known to be infectious for HIV, HBV, or other bloodborne pathogens.

There are four major elements that provide the necessary protection against exposure to bloodborne pathogens:

- A. Attitude
- B. Personal Protective Equipment
- C. Housekeeping
- D. Work Practice Controls

A. Attitude

Employees will observe the critical element of "Universal Precautions," or protection from bloodborne pathogens. This is defined as treating *all* human blood and body fluids as infectious. Employees who come upon an accident scene in the workplace must take these precautions to avoid any unnecessary contact that could cause them to be infected.

B. Personal Protective Equipment

During first aid response, employees must take special precautions to avoid coming in contact with infectious fluids. PPE used to avoid this contact includes the use of gloves and eye protection.

C. Housekeeping

This control measure includes the proper cleaning and decontamination of all infected surfaces, and the proper disposal of blood and body fluids. Contaminated surfaces and items must be disinfected with an appropriate disinfectant such as 1 part bleach to 10 parts water. Items to be disinfected should be soaked in a bleach/water solution overnight, then drained and disposed of properly. (Bleach solutions should be mixed only as needed. The solution loses its effectiveness after 24 hours)

Employees cleaning up contaminated broken glass or metal should always use tongs, or brush and dustpan to pick it up. Hands should never be used, even when wearing gloves.

Regulated waste, such as liquid or semi-liquid blood or body fluids, will be placed in the red biohazard bucket located in warehouse room. These waste products must be discarded according to local, state and federal regulations.

D. Work Practice Controls

The following safeguards and work practices will eliminate or minimize employee exposure to bloodborne pathogens.

1. Hand washing facilities are readily accessible for each employee.
2. Employees must wash their hands immediately (or as soon as possible) after removal of gloves or other personal protective equipment after administering first aid.
3. Employees must wash their hands or other skin with soap and water, or flush mucous membranes with water, as soon as possible following an exposure incident. The locations of eyewash for employee use are:
 - inside the first aid kits
 - in the bonding department, by the chemical barrels
 - in the machining department, by the office door
4. No eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses is allowed in an area where first aid is being administered and there is a reasonable likelihood of occupational exposure.
5. Employees must perform all first aid procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
6. Mouth piping of blood or other potentially infectious material is prohibited.

VI. POST EXPOSURE FOLLOW-UP PROCEDURES

An exposure incident is defined as “a specific eye, mouth, nose, or non-intact skin contact with potentially infectious material.” All exposure incidents will be reported to management under strict

confidence. The Medina General Hospital is the designated health facility for an exposed employee to go for follow-up evaluation.

MEDINA GENERAL HOSPITAL
1000 East Washington Street (Route 18)
Medina Ohio, 44256.
(330)725-1000

Follow-up procedures include:

- A written report of the accident or exposure incident will be given to the health care provider who is in charge of the follow-up examination.
- Consultation and testing with a physician or health-care professional in regards to the possible risk of HBV or HIV infection will be provided, along with any follow-up treatment that may be necessary.

At the time of exposure, the exposed employee must be directed to the health-care facility. The health-care professional must be provided with the following:

1. A copy of the bloodborne pathogens standard (29 CFR 1910.1030) (located with the forms for this program in the back)
2. A description of the employee's duties as they relate to the exposure incident. This is a classification form (**Form A**).
3. A report of the details of the exposure incident, including the exposure route(s) (**Form B**)
4. Relevant employee medical records (such as HBV vaccination status, refusal form, etc.)

Medical evaluation and follow-up must include the following:

1. Document routes of exposure and how it occurred
2. Identify and document the source individual (if possible and not prohibited by law)
3. Obtain consent and test source individual's blood as soon as possible. (**Form D**)
4. Provide the exposed employee with test results and information about disclosure laws concerning the source individual's infection status.
5. Obtain consent and test the exposed employee's blood as soon after the exposure incident as possible. (**Form C**)
6. Exposed individual's blood samples must be kept for 90 days if the employee does not consent to baseline testing for HIV, in case consent is given so testing can be done.
7. The health-care professional must provide a written report to the employer, along with a statement that the employee has been informed of the results of the evaluation and told of the need, if any, for further treatment.
8. A copy of this written report must be given to the employee within 15 days of the follow-up evaluation.
9. All findings are confidential and medical records must be kept for all employees who are at risk of being exposed to bloodborne pathogens on the job.

All exposure incident records (**Form B**) will be kept on file for the length of the employee's employment plus 30 years. These records will be kept under strict confidence.

VII. TRAINING

Training will be provided annually for the employees of Knott Brake Company. This training will cover the following points:

- Information on bloodborne pathogens and symptoms
- How bloodborne pathogens are transmitted
- Knott Brake Company's Bloodborne Pathogens Program (Exposure Control Plan)
- Recognizing occupational exposure
- How to protect yourself from occupational exposure
- Protection through the use of PPE
- Disposal of contaminated waste
- What to do if exposed

VIII. RESPONSIBILITIES AND ACTIVITIES

The Bloodborne Pathogens Program originals will be kept on file by the Plant Manager in the compliance office. The Plant Manager will be responsible for ensuring that the program is current and enforced.

A copy of this program will be available to any employee upon request and will be discussed with any new employee upon hiring. The Plant Manager will be contacted when a copy of the program is needed.

The program will be evaluated by the Plant Manager annually. It will be evaluated to ensure that the plan accomplishes the following:

- satisfies requirements of the OSHA Standard 29 CFR 1910.1030.
- identifies employees that are at risk
- post-exposure procedures are developed
- records of exposure incidents, training and hepatitis B vaccinations/refusals are maintained
- exposure incidents are reported and affected employees notified
- training is provided annually
- program is evaluated annually

See Forms section for a listing of current first-aid responders. The employees on this list are responsible for informing the Plant Manager of all exposure incidents, as well as taking care to use universal precautions when in a situation that involves exposure to blood or other body fluids.