

SECTION 19.0
BLOODBORNE PATHOGENS and
HAZARD COMMUNICATION STANDARDS

POLICY

Kingman County Sheriff's Office is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including: Universal precautions, Engineering and work practice controls, Personal protective equipment, and Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- The Sheriff is responsible for implementation of the ECP. The Sheriff's Office will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures, and contact location/phone number.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The Sheriff will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard.
- The Sheriff will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact is Sheriff.
- The Sheriff will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact is Sheriff.
- The Sheriff will be responsible for training, documentation of training, and making the written ECP available to employees. Contact is Sheriff.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

Job Title Department/Location

Deputy Sheriff/ Sheriff's Officer	Law Enforcement
Detention Officer	Jail
Communication Officer	Communication/911
Office Manager/Civil Staff	Records

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Job Title Department/Location Task/Procedure

JOB TITLE	LOCATION	TASK/PROCEDURE
Deputy/Sheriff's Officer Law Enforcement County Responder	Suspect trauma CPR Crime Scene	Transporting suspects
Detention Officer	Jail	Handling suspects Fingerprinting Handling Regulated Waste
Communication Officer	Communication Center	Assisting Detention
Office Manager/Civil Staff	Records	Assisting Detention

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting the Sheriff. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Sheriff is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Placing sharp items in puncture-resistant, leakproof, labeled containers.
- Performing procedures so that splashing, spraying, splattering and producing drops of blood or OPIM is minimized.
- Removing soiled PPE as soon as possible.
- Cleaning and disinfecting (Clorox and water solution, 1:10) all equipment and work surfaces potentially contaminated with blood or OPIM.

- Thoroughly washing hands with soap and water immediately after providing care or provision of antiseptic towelettes or other means of disinfection. Cleansing/Hand washing facilities are located in the jail. Tasks that may require an employee to use a waterless hand sanitizer include:
- Sheriff Officers on patrol or on a scene
- Using leakproof, labeled containers for contaminated waste disposal to be relayed to a proper pickup vendor.
- Disinfecting/decontaminating any equipment/area that has been contaminated with blood or OPIM prior to return to service.
- All county vehicles will be decontaminated as soon as possible after contact with blood or OPIM to minimize employee exposure.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
- Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.
- Ventilation in transportation vehicles.

Sharps disposal containers are inspected and maintained or replaced by Detention Officer every month or whenever necessary to prevent overfilling. This facility identifies the need for changes in engineering controls and work practices through employee interviews, suggestions and review or ECP.

We evaluate new procedures and new products regularly by literature reviewed and supplier information.

Both front-line workers and management officials are involved in this process in the following manner: Suggestions and practices of the employees.

The Sheriff is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by Sheriff's Office.

The types of PPE available to employees are as follows:
Gloves, eye protection, gowns, shoe covers, and blood cleanup kits.

PPE is located in the booking room and may be obtained through on duty detention officer. Any employee can obtain any or all PPE needed at anytime.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in the disposal container in the utility room.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

Any contaminated PPE will be removed as soon as possible (immediately when feasible) after dealing with any blood or OPIM and decontaminated or disposed of in an appropriate manner. All repairs and replacements will be made at no cost to the employee.

Employees must wear gloves when they anticipate hand contact with blood, OPIM or when handling or touching contaminated items or surfaces. Disposable gloves used at the Kingman County Sheriff's Office 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 will be discarded if they are cracked, peeling, 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 shields, 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, mouth or skin contamination can reasonably be anticipated.

PPE Decontamination

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. The following protocol has been developed to facilitate leaving the equipment at the work area. Employees will take their soiled clothing to any fire station for laundering. Under no circumstances will contaminated clothing be taken home for laundering.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

- All contaminated surfaces shall be decontaminated immediately after each incident using a solution of Clorox and water (1:10) or a disinfectant following the directions.
- Any broken glassware/sharps shall not be picked up directly with the hands and shall be disposed of in an approved sharps container.
- Contaminated materials shall be disposed of in accordance with all applicable federal, state and local regulations.
- All contaminated sharps shall be discarded as soon as feasible in appropriate sharps containers.
- Regulated waste other than sharps shall be placed in appropriate containers. Located in the utility room.
- All bins, pails, cans and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis by the detention staff and the bloodborne trash receptacle will be checked by the detention staff and disposed of when full. This receptacle will be checked at least weekly and all trash receptacles are emptied daily and decontaminated if necessary.

The procedure for handling sharps disposal containers is:

- Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-code.
- Sharps disposal containers are available at the Blood Alcohol test area.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination. Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Labels

The following labeling methods are used in this facility:

Equipment to be Labeled Label Type (size, color)

Biohazard labels are affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol is used. The label is fluorescent orange or orange-red. Red bags or containers may be substituted for labels. Detention staff is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the detention if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS A, B AND TETANUS VACCINATIONS

The Sheriff's Office will provide training to employees on hepatitis A and B vaccinations and tetanus shots, addressing safety, benefits, efficacy, methods of administration, and availability.

The vaccinations series is available at no cost after initial employee training and within 30 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the personal medical file.

Vaccination will be provided by the Kingman County Health Department at 125 N. Spruce, Kingman, KS. 67068.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the Sheriff at 620-532-5133.

An immediately available confidential medical evaluation and follow-up will be conducted by the staff at the Kingman Hospital. Following initial first aid (clean the

wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Sheriff ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Sheriff ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status. The Sheriff provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

Post-exposure medical care will be coordinated through:

Kingman County Health Department

125 N Spruce

Kingman, KS. 67068

Telephone: 620-532-2221

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Sheriff will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident.
- procedure being performed when the incident occurred
- employee's training. The Sheriff will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary The Sheriff will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training provided by Kingman County Sheriff's Office.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard.
- An explanation of our ECP and how to obtain a copy.
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and PPE.
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE, an explanation of the basis for PPE selection.
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.

- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility.
- An opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at Office Manager's Office or contact the Sheriff.

RECORDKEEPING

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the Sheriff's Office.

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training

Sessions Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Sheriff.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 *CFR* 1910.1020, "Access to Employee Exposure and Medical Records." The Sheriff is responsible for maintenance of the required medical records. These confidential records are kept in employee's medical personnel file for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Sheriff, Kingman County Sheriff's Office, 120 N Spruce, Kingman, Kansas 67068.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Sheriff.

Sharps Injury Log

In addition to the 29 CFR 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury
- Type and brand of the device involved (syringe, suture needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

HEPATITIS B VACCINE DECLINATION (MANDATORY)

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 series at no charge to me.

Definitions

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), human immunodeficiency virus (HIV), hepatitis C and Syphilis.

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Engineering Controls means controls (e.g., sharps disposal containers, self sheathing needles, safer medical devices, such as sharps with engineered sharps injury

protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

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.

Other Potentially Infectious Materials means (1) The following 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 fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any un-fixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients, clients in institutions for the developmentally disabled, trauma victims, clients of drug and alcohol treatment facilities, residents of hospices and nursing homes, human remains, and individuals who donate or sell blood or blood components.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two handed technique.)

Hazard Communication Standard

The following model Hazard Communication Program is based on the requirements of the OSHA Hazard Communications Standard, 29 CFR 1910.1200. The intent of this model is to provide an easy-to-use format to tailor to the specific requirements of your establishment.

Kingman County Sheriff's Office Policy

To ensure that information about the dangers of all hazardous chemicals used by the Kingman County Sheriff's Office is known by all affected employees, the following hazardous information program has been established. Under this program, you will be

informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our Office where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this Office will participate in the Hazard Communication Program. Copies of the Hazard Communication Program are available in the break room for review by any interested employee. The Sheriff is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

Container Labeling

The detention staff will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address. The detention staff will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see the Sheriff.

On the following individual stationary process containers, we are marking the product name in permanent ink rather than a label to convey the required information: Secondary containers.

Material Safety Data Sheets (MSDSs)

The detention staff is responsible for establishing and monitoring the company MSDS program. He/she will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an MSDS is not received at the time of initial shipment:

The company will be contacted and a MSDS will be FAXed as soon as possible.

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in a notebook at the detention officer's desk. MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact the Sheriff.

Employee Training and Information

The Sheriff is responsible for the Hazard Communication Program and will ensure that all program elements are carried out. Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication

standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training:

- An overview of the OSHA hazard communication standard.
- The hazardous chemicals present at his/her work area.
- The physical and health risks of the hazardous chemicals.
- Symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and MSDSs to obtain hazard information.
- Location of the MSDS notebook and written Hazard Communication program.
- Prior to introducing a new chemical hazard into any section of this company, each employee in that section will be given information and training as outlined above for the new chemical hazard.