

ADMINISTRATIVE REGULATIONS

BLOOD-BORNE PATHOGENS EXPOSURE CONTROL PLAN

PURPOSE:

This Regulation is formulated in accordance with the provisions of 29 CFR Part 1910.1030 of the Blood-borne Pathogens Standard promulgated by the Occupational Safety and Health Administration, and represents the North Kingstown School Department's Exposure Control Plan.

The Blood-borne Pathogen Standard is intended to protect employees who work in positions considered at risk for exposure to infectious diseases. The primary focus of the standard is directed towards prevention of the transmission of Hepatitis B (HBV) and the HIV virus.

SCOPE:

In general the standard requires that all employers' plans include several major components. Persons working in positions considered at risk must be identified and a training program must be designed and implemented for these individuals. In addition, the School Department must provide all identified personnel with specific personal protective equipment, must develop engineering controls, and institute a housekeeping schedule for sanitation procedures.

Further, all identified personnel must be offered an employer paid voluntary vaccination series against HBV. The employer must also institute a comprehensive record keeping system to document all aspects of the plan, including medical and training records and documentation of any known exposure incidents and follow-up.

IDENTIFICATION OF AT RISK PERSONNEL

OSHA defines several categories of at risk occupations as follows:

1. Personnel who, through routine performance of duties, come into direct contact with blood and/or body fluids requiring that precautions be taken.
2. Personnel in positions not routinely exposed but who may in emergency conditions come into contact with blood and body fluids.
3. Positions where no exposure is reasonably anticipated under any circumstances.

In North Kingstown the following determinations have been made regarding the at risk status of every position.

1. Positions deemed at risk as part of regular or intermittent assignments:

Any First Aid Certified Staff Member	Custodial Personnel
Principals' Paraprofessionals	School Nurse Teachers
Special Education Bus Drivers	Special Education Bus Paraprofessionals
Special Education Paraprofessionals	Special Education Teachers
Physical Education/Health Teachers	Athletic Coaches
School Clerks	

2. Positions deemed at risk on an occasional or irregular or intermittent basis include:

Bus Monitors
Cafeteria Workers
Contract Bus Drivers
Elementary School Paraprofessionals
Maintenance Workers
Principals and Assistant Principals

Any position not listed above is not considered one where exposure to blood-borne pathogens can be reasonably anticipated. The training component of the Exposure Control Plan will be compulsory for all personnel occupying positions in either category 1 OR 2 above.

TRAINING

A mandatory training session for all at risk personnel will be provided by the School Department and held during school time. The participants in the training will receive written materials that fully explain both the necessary Universal Precautions and the OSHA standard with regard to potentially infectious materials.

Training sessions will occur on an annual basis and will be offered to all new employees. The training will consist of the presentation of information by a qualified medical professional the offering, enrollment and/or waiver of the Hepatitis B vaccine, and the opportunity for question and answer.

VACCINATION

Employees in at risk categories will be offered the opportunity to receive the Hepatitis B vaccine free of charge. If employees choose not to receive the vaccine, they must sign a waiver form indicating that it has been offered to them and declined. The employee may, in the future, change his/her mind and elect to receive the vaccine at which point it will be offered free of charge.

POST EXPOSURE PROCEDURES

At risk employees who have been exposed to the Hepatitis B virus will be subject to the following post exposure procedures:

1. Following immediate notification to the supervisor, an exposure incident report will be completed.
2. The exposed employee must then proceed to a local doctor or hospital for an evaluation and medical treatment.
3. The incident will be carefully documented in the employee's blood-borne pathogens file for the duration of his/her employment plus thirty (30) years.

RECORD KEEPING

Records will be kept of all training sessions provided by the School Department. Records will include the name and job classification of those in attendance, as well as summary of the materials presented.

Records will also be kept of all employees who have had occupational exposure to a blood-borne pathogen. A well documented file on these individuals will be retained by the Personnel office for a period of the duration of the employee's employment plus thirty (30) years.

PERSONAL PROTECTIVE EQUIPMENT

Specialized clothing or equipment should be worn to protect employees against a hazard. The following have been identified as effective in this regard. Each will be provided to at risk employees as necessary for the duties performed free of charge.

Sanitary coveralls will be worn by principals' paraprofessionals, custodial staff and nurses when contact with contaminated materials may splatter onto their person.

Protective gloves will be worn whenever an employee comes into contact with potentially infectious materials.

Heavy duty rubber gloves will be worn during cleaning procedures where contact with potentially infectious materials is possible.

Eye wear/face dust mask will be worn in situations where blood or other potentially infectious materials may splatter in the eyes or face area.

Mouth to mouth resuscitators will be provided for all staff who are First Aid Certified. The resuscitators will have one way valves and will be stored with fire extinguishers.

ENGINEERING CONTROLS

Engineering controls insure the safe isolation and removal of the blood-borne pathogens from the workplace. These controls make the workplace a safer environment for the employee. The School Department is taking the following steps to insure protection for employees whenever possible.

Puncture canisters will be provided for all nurses' clinics for the disposal of sharps.

Heavy duty garbage cans with the biohazard seal or red garbage bags will be provided in areas where contaminated materials are likely to be discarded (nurses' offices) and in the custodial supply areas.

Approved disinfectant must be present in all first aid kits.

Antiseptic soap will be provided for all nurses' clinics and coaches' areas. It must be used in a sanitary dispensing manner.

Red bags marked with a Biohazard symbol will be available to identify any potentially infectious materials.

HOUSEKEEPING SCHEDULE

A housekeeping schedule will be established for the cleaning and disinfecting of areas that are likely to become contaminated. These areas include locker rooms, nurse's clinics, rest rooms, special education classrooms, and hallways. A mixture of 1 part bleach to 10 parts water will be mixed on sight or other appropriate antiviral/antibacterial solution will be used (sometimes bleach may be inappropriate due to its caustic nature toward the respiratory tract) to clean infected areas.

Locker rooms, rest rooms and nurses' clinics will be disinfected daily with an approved disinfectant. Immediate clean up of all spills is an important housekeeping control which requires good communication between all school personnel and the custodial staff.

A licensed medical waste disposal company will be contracted to periodically pick up and remove bio-hazardous waste.

Approved: 8/5/97

Revised: 3/24/09