

# Model Bloodborne Pathogens



**Wisconsin Department of Public Instruction**  
**Madison, Wisconsin**

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Student Services/Prevention and Wellness Team  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53707-7841  
(608) 266-8960  
(800) 441-4563  
<http://dpi.wi.gov/sspw/bloodborne.html>

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## *How to Use This Document*

All Wisconsin school districts are expected to develop and implement an exposure control plan to prevent and minimize employee exposure to bloodborne pathogens. This document is a model of such a plan. It includes all of the required elements of an exposure control plan, but is only a template in a suggested format. The plan can be modified to fit the district's needs. The only forms that should not be modified are the OSHA 300 Log and the Worker's Compensation form, *Medical Management of Individuals Exposed to Blood/Body Fluids*. However, the content of the remaining samples must be included on whatever forms a district designs.

The web-based version of the document is intended to allow school district employees to insert district specific information into the document. By doing so, the document becomes an individualized plan for the school district.

If you have questions or difficulty with the document, contact the Wisconsin Department of Public Instruction, School Nursing and Health Services Consultant, at 608-266-8960 or visit our website at <http://dpi.wi.gov/sspw/>.



## *Introduction*

The *Model Bloodborne Pathogens Exposure Control Plan for Wisconsin Schools* reflects current federal Occupational Safety and Health Administration (OSHA) compliance directives, Centers for Disease Control and Prevention guidelines, and the *Bloodborne Pathogens Standard*. Two prior editions of this document were published in 1993 and 2001. All Wisconsin employers, including public employers, must comply with the federal OSHA requirements. The Wisconsin Department of Commerce, Safety and Buildings Division monitors and enforces health and safety regulations for public employees.

A summary of changes to this document from the 2001 edition are as follows:

- Definitions
  - Engineering Controls, pages 18, 39-40
  - Needleless Systems, pages 18, 41
- Post-exposure Incident
  - Testing consent guidelines, page 9
- Communication About Hazard with Employees
  - Information and training, page 11
- Recordkeeping – Annual Review of the Exposure Control Plan, page 13
  - Importance of seeking input and document collaboration with non-managerial staff that are at risk of occupational exposure from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls to reduce risk.





# Bloodborne Pathogens Exposure Control Plan for (name of school district)

Adopted by School Board on \_\_\_\_\_  
(date)

The following person(s) is responsible for implementation and review of the Exposure Control Plan:

In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030 (see Appendix A), the following exposure control plan has been developed. Pursuant to Section 101.055, Stats. (see Appendix B), the Wisconsin Department of Commerce, Safety and Buildings Division is required to adopt and enforce health and safety standards equal to those offered private employees as administered by OSHA. Definitions relating to the exposure control plan are found in Appendix C.

## I. Exposure Determination

Each school district must determine which of its employees could be exposed to blood or other potentially infectious materials (OPIM) in the course of their work assignment. These employees, for the purposes of compliance with this standard, may be described as:

- 1) designated first aid providers (those whose primary job assignment would include rendering first aid); and
- 2) those employees who might render first aid *only as a collateral duty*.

It is recommended that a committee be formed to make this determination. The committee membership could include: administrative representatives, bargaining unit representatives, a district medical advisor, a school nurse and/or health professional from the local health department or infection control department of the local hospital. Volunteers and students are covered under this plan if they receive pay or another form of remuneration (e.g. meals, uniforms).

### A. Job Classifications

The district has identified the following job classifications as those in which employees of the district could be exposed to bloodborne pathogens in the course of fulfilling their job requirements. Appendix D, *Job Classification Exposure Determination Form*, contains a list of job classifications in this district with potential exposure.

(or insert job titles)

### B. Tasks and Procedures

A list of tasks and procedures performed by employees in the above job classifications is required. This exposure determination shall be made without regard to the use of personal protective equipment. (Appendix E is a sample of a Task/Procedure Record that may be used to document this requirement.) Tasks/procedures may include but not limited to:

1. care of minor injuries that occur within a school setting (such as bloody nose, scrape, minor cut);
2. initial care of injuries that require medical or dental assistance (such as damaged teeth, broken bone protruding through the skin, severe laceration);
3. care of students with medical needs (such as tracheotomy, colostomy, injections);
4. care of students who need assistance in daily living skills (such as toileting, dressing, hand-washing, feeding, menstrual needs);
5. care of students who exhibit behaviors that may injure themselves or others (such as biting, hitting, scratching);
6. care of an injured person in laboratory settings, technical education settings, or art classes;
7. care of an injured person during a sport activity;
8. care of students who receive training or therapy in a home-based setting; and/or
9. cleaning tasks associated with body fluid spills.

## **II. Method of Compliance**

All of the following methods of compliance are mandated by the standard and must be incorporated into the school district exposure control plan. A committee to determine district guidelines for annual review of engineering controls, cleaning, decontamination, and waste disposal procedures needs to be established. In addition, employers are required to document how they received input from non-management employees regarding the identification, evaluation, and selection of effective engineering controls, including safer medical devices. Once guidelines are written, they need to be posted in appropriate locations and the content included in the training program. It may be desirable to request assistance from staff of the local health department or infection control unit of the local hospital in implementing the following methods.

### **A. Universal Precautions**

In this district, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). All blood or other potentially contaminated body fluids shall be considered to be infectious. Under circumstances in which differentiation among body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

### **B. Engineering and Work-Practice Controls**

Engineering and work-practice controls are designed to eliminate or minimize employee exposure. Engineering controls are examined and maintained, or replaced, when an exposure incident occurs in this district and at least annually. The annual review must include, and take into account new innovations in technology, particularly devices that reduce needle-sticks.

1. Hand washing

- a. This district shall provide hand-washing facilities which are readily accessible to employees. When a provision for hand-washing facilities is not feasible, this district shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.
- b. Employees shall wash hands or any other skin with soap and water or flush mucous membranes with water immediately, or as soon as feasible, following contact of such body areas with blood or other potentially infectious materials.
- c. Employees shall wash their hands immediately, or as soon as feasible, after removal of gloves or other personal protective equipment. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and running water as soon as feasible. ***Do not reuse disposable gloves.***

2. Housekeeping and Waste Procedures

- a. This district shall ensure that the worksite is maintained in a clean and sanitary condition. This district shall determine and implement an appropriate written schedule for cleaning and method of decontamination based on the location within the facility(ies), type of surface to be cleaned, type of soil present, and tasks or procedures being performed.
- b. All equipment, materials, and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
  - i. Contaminated work surfaces and reusable equipment shall be decontaminated with an appropriate disinfectant immediately after completion of a procedure/task/therapy and/or at the end of the school day if the surface may have become contaminated since the last cleaning. The surface shall be cleaned as soon as feasible when overtly contaminated, or after any spill of blood or other potentially infectious materials. [If bleach is used as a disinfectant, it must be prepared daily at a 1:10 dilution.] The solution is only stable for 24 hours. For a list of disinfectants, refer to the CDC website at <http://www.cdc.gov>.
  - ii. Protective covering, such as plastic wrap, aluminum foil, or imperviously backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become contaminated with blood or OPIM, or at the end of the school day if they have become contaminated since the last cleaning.
- c. Items such as paper towels, gauze squares, or clothing used in the treatment of blood or OPIM spills that are blood-soaked or caked with blood shall be bagged, tied, and designated as a biohazard. The bag shall then be removed from the site as soon as feasible and replaced with a clean bag. In this district, bags designated as biohazard (containing blood or OPIM contaminated materials) shall be red in color and/or affixed with a biohazard label. The bags shall be located at:

(insert location of bags)

On the advice of the Department of Health Services, biohazardous waste, for the purpose of this standard, shall only include items that are blood-soaked, caked with blood, or contain liquid blood that could be wrung out of the item. This would also include items such as sharps, broken glass, or plastic on which there is fresh blood.

- d. The custodian shall respond immediately to any major blood or OPIM incident so that it can be cleaned, decontaminated, and/or removed immediately.
- e. In this district, there shall be a marked biohazard container in the custodial area for used biohazard designated bags. Appropriate disposal of the contents of this container is as follows:

(insert disposal procedure for containers with biohazards)

- f. In the event regulated biohazard waste leaks from a bag or container, the waste shall be placed in a second container and the area shall be cleaned and decontaminated.
- g. Broken glass contaminated with blood or OPIM shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps. Broken glass shall be containerized. The custodian shall be notified immediately through verbal or written notification before scheduled cleaning.
- h. **Contaminated** sharps, broken glass, plastic, or other sharp objects shall be placed into appropriate sharps containers. In this district, sharps containers shall be able to be closed, puncture resistant, labeled with a biohazard label, and leak proof. Containers shall be maintained in an upright position. Containers shall be easily accessible to staff and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (for example, the art department, classrooms where dissections occur, and the nurse's station). If an incident occurs in which there is contaminated material that is too large for a sharps container, the custodian shall be contacted immediately to obtain an appropriate biohazard container for this material.
  - i. Reusable sharps that are contaminated with blood or OPIM shall not be stored or processed in a manner that requires employees to reach into the containers where these sharps have been placed.
  - ii. In this district, the employee shall notify

(insert name of staff member who coordinates disposal of sharps containers, such as the head custodian)

when sharp containers become 2/3 full so that they can be disposed of properly. (The local hospital or district health department may provide assistance in determining appropriate disposal.)

- iii. Contaminated needles shall not be bent, recapped, removed, sheared, or purposely broken. The only exception to this is if a medically necessary procedure would require that the contaminated needle be recapped or

removed and no alternative is feasible. If such action is required, the recapping or removal of the needle must be done by the use of a one-handed technique.

- i. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, the State of Wisconsin, and its political subdivisions (the Department of Natural Resources [DNR] regulates waste disposal in Wisconsin).
- j. Food and drink shall not be kept in refrigerators, freezers, cabinets, or on shelves, countertops, or bench tops where blood or other potentially infectious materials are present.
- k. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generating droplets of these substances. Mouth pipetting/suctioning of blood or OPIM is prohibited (for example, sucking out snakebites).
- l. Specimens of blood or OPIM shall be placed in containers that prevent leaking during collection, handling, processing, storage, transport, or shipping. The containers shall be labeled with a biohazard symbol or be colored red.
- m. Equipment that may become contaminated with blood or OPIM must be examined prior to servicing and shipping and must be decontaminated, if feasible. If not feasible, a readily observable biohazard label must be affixed to the equipment stating which portions are contaminated. This information must be conveyed to all affected employees, the service representative, and/or manufacturer (as appropriate), prior to handling, servicing, or shipping. Equipment to consider: student's communication device, vocational equipment needing repair after an exposure incident.
- n. Contaminated laundry shall be handled as little as possible. Gloves must be worn when handling contaminated laundry. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use. Containers must be leak-proof if there is a reasonable likelihood of soak-through or leakage. All contaminated laundry shall be placed and transported in bags or containers that are biohazard-labeled and/or colored red, including laundry sent to a commercial establishment for cleaning.

In this district, contaminated laundry shall be placed (insert location of contaminated laundry).

In this district, laundry shall be washed at (insert location of laundry washing).

#### C. Personal Protective Equipment

1. Where occupation exposure remains after institution of engineering and work controls, personal protective equipment shall be used. Types of personal protection equipment available in this district are gloves and (insert other personal protection equipment provided).
  - a. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin and when handling or touching contaminated items or surfaces.

- b. Disposable gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured or when the ability to function as a barrier is compromised. Disposable gloves shall not be washed or decontaminated for re-use. (Contaminated disposable gloves do not meet the DNR definition of infectious waste and do not need to be disposed of in red or specially labeled bags.)
  - c. Hypoallergenic gloves (by definition, this means latex free), glove liners, powderless gloves, or other similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.
  - d. Masks, in combination with eye-protection devices, such as goggles or glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated (for example a custodian cleaning a clogged toilet or nurses/aides performing suctioning).
  - e. Appropriate protective clothing shall be worn in occupational exposure situations. The type and characteristics shall depend upon the task, location, and degree of exposure anticipated.
  - f. Employees expected to perform CPR must have appropriate resuscitator devices readily available and accessible.
  - g. Safer needle and needleless devices will be provided for employees who give injections or use lancets.
2. This district shall ensure that appropriate personal protective equipment is readily accessible at the worksite or is individually issued to employees. Personal protective equipment is available in the following locations:

(insert locations that personal protective equipment is kept)

Personal protective equipment shall be given to:

(name specific individuals or job titles)

- a. This district shall clean, launder, and/or dispose of personal protective equipment at no cost to the employee.
  - b. This district shall repair or replace personal protective equipment (as needed) to maintain its effectiveness, at no cost to the employee.
3. All personal protective equipment shall be removed prior to leaving the work area. When personal protective equipment/supplies are removed, they shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
4. If blood or other potentially infectious materials penetrate a garment, the garment shall be removed immediately or as soon as feasible.

5. This district shall ensure employees use appropriate personal protective equipment. If an employee temporarily declines to use personal protective equipment, feeling that it would pose an increased hazard to the employee or others, this district shall investigate the circumstances in order to determine whether changes can be instituted to prevent such occurrences in the future. The investigation shall be included as a part of the annual review of the plan.

### **III. Hepatitis B Vaccination**

#### **A. Covered Employees**

1. This district shall make the hepatitis B vaccination series available to all employees who have occupational exposure after the employee(s) have been given information on the hepatitis B vaccine, including information on its efficacy, safety, and method of administration as well as the benefits of being vaccinated.
2. This district shall make the hepatitis B vaccination series available after the training and within 10 working days of initial assignment to all employees who have occupation exposure.
3. The vaccine and vaccinations shall be offered free of charge, made available to the employee at a reasonable time and place, and performed by or under the supervision of a licensed physician, according to the most current recommendations of the U.S. Public Health Service. This district ensures that an accredited laboratory then conducts the laboratory titer, if required. A record of the vaccination shall be maintained in the employee's personnel file (see Appendix G for a sample vaccination record).
4. This district shall not make participation in a pre-employment screening program a prerequisite for receiving the hepatitis B vaccine.
5. If an employee initially declines the hepatitis B vaccination series, but at a later date (while still covered under the standard) decides to accept the vaccination, this district shall make available the hepatitis B vaccine at that time.
6. This district shall ensure that employees who decline to accept the hepatitis B vaccine offered by this district sign the declination statement established under the standard (see Appendix H).
7. If the U.S. Public Health Service recommends a routine booster dose of hepatitis B vaccine at a future date, such booster dose(s) shall be made available at no charge to the employee.
8. Records regarding hepatitis B vaccinations or declinations are to be kept by (insert the name of the individual keeping records).
9. This district shall ensure the health-care professional responsible for administering the employee's hepatitis B vaccination is provided with a copy of this regulation.
10. Health-care employees that have ongoing contact with blood or OPIM, and are at risk for injuries with sharp instruments or needle-sticks, must be tested for antibodies to hepatitis B surface antigen one to two months after the completion of the three-

dose vaccination series. Employees who do not respond to the primary vaccination series must be revaccinated with a second three-dose vaccine series and retested. Nonresponders must be medically evaluated.

#### B. First Aid as Collateral Duty

1. This district shall provide the hepatitis B vaccine or vaccination series to those unvaccinated employees whose primary job assignment is not the rendering of first aid **only** in the case that they render assistance in any situation involving the presence of blood or OPIM.
2. The full hepatitis B vaccination series shall be made available as soon as possible, but no later than 24 hours, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or OPIM regardless of whether or not a specific "exposure incident has occurred," as defined by the standard.
3. The hepatitis B vaccination record or declination statement shall be completed. All other pertinent conditions shall be followed as written for those persons who receive the pre-exposure hepatitis B vaccine.
4. This reporting procedure shall be included in the training program.

### IV. Post-exposure Evaluation and Follow-up

#### A. Definition of an Exposure Incident

1. An exposure incident is defined as contact with blood or other potentially infectious materials on an employee's non-intact skin, eye, mouth, or other mucous membrane or by piercing the skin or mucous membrane through such events as needle-sticks. A physician ultimately must determine and certify in writing that a significant exposure has occurred.
2. **All** first aid incidents involving the presence of blood or OPIM shall be reported to this school district's designee (insert name of designee) by the end of the workday on which the incident occurred.
3. A *School Exposure Incident Investigation Form* must be used to report first aid incidents involving blood or OPIM to determine the nature and scope of the situation (see Appendix I for a sample form). The incident description must include a determination of whether or not an "exposure incident," as defined by the standard, occurred in addition to the presence of blood or other potentially infected materials. This form shall be readily available to all employees.
4. Once a significant exposure is suspected, a *Medical Management of Individuals Exposed to Blood/Body Fluids* form shall be completed. For purposes of Worker's Compensation, exposure must be documented on a form developed by the Wisconsin Department of Workforce Development (DWD). This form is for Worker's Compensation purposes and is not a record of medical treatment. It is also not intended to be used for billing purposes (see Appendix J for information on ordering the DWD form).



## B. Needle-Stick Injury

In the event of a needle-stick or sharps injury, this district will maintain a separate log that includes the description of the incident, the type and brand of device involved, and the location (work area) where the incident took place (see Appendix K for a sample needle-stick log).

## C. Exposure Incident Follow-up

Following a report of an exposure incident, this district shall make immediately available to the exposed employee a confidential medical examination from a health-care provider knowledgeable about the current management of post-exposure prophylaxis in the first 24 hours following exposure. Minimal follow-up shall include the following:

1. This district shall document the route(s) of exposure and the circumstances under which the exposure incident occurred.
2. This district shall identify and document the source individual, if possible, unless this district can establish that identification is not feasible or prohibited by state or local law.
  - a. The source individual's blood shall be tested *as soon as feasible* and *after consent is obtained* in order to determine HIV, HBV, and HCV infectivity. If consent is not obtained, this district shall establish that legally required consent cannot be obtained. If the source individual is already known to be HIV, HBV, and/or HCV positive, new testing need not be performed.
  - b. Results of the source individual's testing shall be made available to the exposed employee *only after consent is obtained*, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
  - c. An employee of a school district, while performing employment duties involving an individual, experiences a significant exposure to the individual may subject the source individual's blood to a test or series of tests for the presence of human immunodeficiency virus (HIV), antigen or non-antigenic products of HIV and may receive disclosure of the results [s. 252.15 (2) (7), Stats.].
3. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. If the employee consents to baseline blood collection, but does not consent at that time for HIV, HBV, and HCV serological testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
4. For post-exposure prophylaxis, this district shall follow the recommendations established by the Centers for Disease Control and Prevention, Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV, and Recommendations for Post-exposure Prophylaxis, June 29, 2001. The employee must be made aware of the 2-24 hour window of efficacy of chemical prophylaxis. The evaluation must include assessment for the hepatitis C virus.
5. Counseling shall be made available by this district at no cost to employees and their families on the implications of testing and post-exposure prophylaxis.
6. There shall be an evaluation of reported illnesses.

#### D. Medical Follow-up

1. This district shall ensure that all medical evaluations and procedures, including prophylaxis, are made available at no cost and at a reasonable time and place to the employee.
2. All medical evaluations and procedures shall be conducted by, or under the supervision of, a licensed physician knowledgeable about the current management of post-exposure prophylaxis.
3. Laboratory tests shall be conducted in accredited laboratories.
4. Information provided to the health-care professional that evaluates the employee shall include:
  - a. a copy of the Public Employee Safety and Health statute, s. 101.055, Stats.;
  - b. a description of the employee's duties as they relate to the exposure incident;
  - c. documentation of the route of exposure and circumstances under which exposure occurred;
  - d. results of the source individual's blood test, if consent was given and results are available; and
  - e. a copy of all medical records relevant to the appropriate treatment of the employee, including vaccination status.

#### E. Employee Information

1. This district shall obtain and provide the employee with a copy of the evaluating health-care professional's written opinion within 15 days of the completion of the evaluation.
2. The health-care professional's written opinion regarding hepatitis B vaccination shall be limited to whether hepatitis B vaccination is indicated for an employee and if the employee has received such vaccination.
3. The health-care professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
  - a. the affected employee has been informed of the results of the evaluation; and
  - b. the affected employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation and/or treatment.
4. All other findings or diagnoses shall remain confidential and shall not be included in the written report.

## V. Communication About Hazards to Employees

### A. Warning Labels

1. Warning labels shall be affixed to containers of regulated waste; refrigerators and freezers containing blood or other potentially infectious materials; and other containers used to store, transport, or ship blood or other potentially infectious materials. Exception: red bags or red containers may be substituted for labels.
2. Labels required by this section shall include the following legend:



3. Labels shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color.
  4. Labels shall be an integral part of the container or shall be affixed as close as feasible to the container by string, wire, adhesive, or other methods that prevent their loss or unintentional removal.
  5. Labels for contaminated equipment must follow the same labeling requirements. In addition, the labels shall also state which portions of the equipment remain contaminated.
- ### B. Information and Training
1. This district shall ensure that all employees with potential for occupational exposure participate in a training program at no cost to employees.
  2. Training shall be provided at the time of initial assignment to tasks in which occupational exposure may take place, and at least annually thereafter. This plan is available to all staff for review at any time. A copy will be provided to any staff member at no charge and within 15 days of the request.
  3. This district shall provide additional training when changes such as modifications of tasks or procedures affect the employee's potential for occupational exposure. The additional training may be limited to addressing the new exposure issues.
  4. Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.
  5. The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program, as it relates to the school workplace. The Occupational Safety and Health Administration require that the knowledgeable person be available to answer questions at the time of the bloodborne pathogen training.

6. Training must include information on the hepatitis C virus in addition to other bloodborne pathogens (see Appendix L for a list of the required minimal content for training).
7. If needles are used in the district, staff will be given training, including information and hands-on experience with safer needle and needleless devices and other improved engineering controls.

## **VI. Recordkeeping**

### **A. Medical Records**

1. This district shall establish and maintain an accurate medical record for each employee with occupational exposure. This record shall include (see Appendix M for a checklist):
  - a. each employee's name and social security number,
  - b. a copy of each employee's hepatitis B vaccination record or declination form and any additional medical records relative to hepatitis B,
  - c. if an exposure incident(s) has occurred, a copy of all results of examinations, medical testing, and follow-up procedures,
  - d. if an exposure incident(s) has occurred, the district's copy of the health-care professional's written opinion,
  - e. if an exposure incident(s) has occurred, the district's copy of information provided to the health-care professional: exposure incident investigation form; the results of the source individual's blood testing, if available; and the consent obtained for release.
2. This district shall ensure that each employee's medical records are kept confidential and are *not* disclosed or reported without the employee's expressed written consent to any person within or outside of this district, except as required by law. These medical records shall be kept separate from other personnel records.
3. These medical records shall be maintained for the duration of employment plus 30 years.
4. Records do not have to be maintained if the employee was employed for less than one year and is provided with the record at the time of termination.

### **B. Training Records**

1. Training records shall include:
  - a. training session date(s)
  - b. contents or summaries of training sessions
  - c. names and qualifications of persons conducting training sessions
  - d. names and job titles of all persons attending training sessions
2. Training records shall be maintained for three years from the date the training occurred.

C. Annual Review of Exposure Control Plan

1. This district shall annually review the exposure control plan (see Appendix N for a sample form). The review shall include:
  - a. a list of new tasks that affect occupational exposure,
  - b. modifications of tasks and procedures,
  - c. evaluation of available engineering controls including engineered-safer needle devices,
  - d. a list of new employee positions with potential for occupational exposure, and
  - e. solicited and documented input from non-managerial employees responsible for direct patient care for engineering and work practice controls.

D. Availability of Records

1. This district shall ensure:
  - a. all records required to be maintained by this standard shall be made available upon request to the Department of Commerce (or designee) for examination and copying,
  - b. employee training records required by this standard shall be provided upon request for examination and copying to employees, to employee representatives, and to the Department of Commerce (or designee),
  - c. employee medical records required by this standard shall be provided upon request for examination and copying to the subject employee and/or designee, to anyone having written consent of the subject employee, and to the Department of Commerce (or designee), and
  - d. a log of needle-stick/sharps injuries shall be kept for a minimum of five years.
2. This district shall comply with the requirements involving the transfer of records set forth in this standard.

E. OSHA Recordkeeping

1. An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904).
  - a. OSHA-reportable exposure incidents, including splashes to mucous membranes, eyes, or nonintact skin, shall be entered as injuries on the OSHA 300 Log.
  - b. This determination and the recording activities are done by the district nurse or designated health-care provider and are then forwarded to the person completing the OSHA 300 Log.

2. A sharps injury log must be maintained in a manner that protects the privacy of employees. At minimum, the log will contain the following:
  - a. location of the incident,
  - b. brand or type of sharp, and
  - c. description of incident.

**Appendix A:**  
**29 CFR 1910.1030**  
**Federal Bloodborne Pathogen Standard**

*Excerpted from Occupational Safety and Health Association Web site 3/11/09*  
[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10051](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051)

1910.1030(a)

**Scope and Application.** This section applies to all occupational exposure to blood or other potentially infectious materials as defined by paragraph (b) of this section.

1910.1030(b)

**Definitions.** For purposes of this section, the following shall apply:

**Assistant Secretary** means the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.

**Blood** means human blood, human blood components, and products made from human blood.

**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) and human immunodeficiency virus (HIV).

**Clinical Laboratory** means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

**Contaminated** means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Contaminated Laundry** means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

**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.

**Decontamination** means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

**Director** means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

**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.

**Handwashing Facilities** means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

**Licensed Healthcare Professional** is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

**HBV** means hepatitis B virus.

**HIV** means human immunodeficiency virus.

**Needleless systems** means a device that does not use needles for:

- (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
- (2) The administration of medication or fluids; or
- (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

**Occupational Exposure** means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result 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 body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed 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 needlesticks, human bites, cuts, and abrasions.

**Personal Protective Equipment** is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

**Production Facility** means a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

**Regulated Waste** means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

**Research Laboratory** means a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations

of HIV or HBV but not in the volume found in production facilities.

**Sharps with engineered sharps injury protections** means a nonneedle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

**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.

**Sterilize** means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

**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 bloodborne 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).

1910.1030(c)

**Exposure Control --**

1910.1030(c)(1)

**Exposure Control Plan.**

1910.1030(c)(1)(i)

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

**1910.1030(c)(1)(ii)**

The Exposure Control Plan shall contain at least the following elements:

**1910.1030(c)(1)(ii)(A)**

The exposure determination required by paragraph (c)(2),

**1910.1030(c)(1)(ii)(B)**

The schedule and method of implementation for paragraphs (d) Methods of Compliance, (e) HIV and HBV Research Laboratories and Production Facilities, (f) Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up, (g) Communication of Hazards to Employees, and (h) Recordkeeping, of this standard, and

**1910.1030(c)(1)(ii)(C)**

The procedure for the evaluation of circumstances surrounding exposure incidents as required by paragraph (f)(3)(i) of this standard.

**1910.1030(c)(1)(iii)**

Each employer shall ensure that a copy of the Exposure Control Plan is accessible to employees in accordance with 29 CFR 1910.1020(e).

**1910.1030(c)(1)(iv)**

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

**1910.1030(c)(1)(iv)(A)**

Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and

**1910.1030(c)(1)(iv)(B)**

Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

**1910.1030(c)(1)(v)**

An employer, who is required to establish an Exposure Control Plan shall solicit input from non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document the solicitation in the Exposure Control Plan.

**1910.1030(c)(1)(vi)**

The Exposure Control Plan shall be made available to the Assistant Secretary and the Director upon request for examination and copying.

**1910.1030(c)(2)**

***Exposure Determination.***

**1910.1030(c)(2)(i)**

Each employer who has an employee(s) with occupational exposure as defined by paragraph (b) of this section shall prepare an exposure determination. This exposure determination shall contain the following:

**1910.1030(c)(2)(i)(A)**

A list of all job classifications in which all employees in those job classifications have occupational exposure;

**1910.1030(c)(2)(i)(B)**

A list of job classifications in which some employees have occupational exposure, and

**1910.1030(c)(2)(i)(C)**

A list of all tasks and procedures or groups of closely related task and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed in accordance with the provisions of paragraph (c)(2)(i)(B) of this standard.

**1910.1030(c)(2)(ii)**

This exposure determination shall be made without regard to the use of personal protective equipment.

**1910.1030(d)**

***Methods of Compliance --***

**1910.1030(d)(1)**

***General.*** Universal precautions shall be observed to prevent contact with blood or

other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

**1910.1030(d)(2)**

***Engineering and Work Practice Controls.***

**1910.1030(d)(2)(i)**

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

**1910.1030(d)(2)(ii)**

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

**1910.1030(d)(2)(iii)**

Employers shall provide handwashing facilities which are readily accessible to employees.

**1910.1030(d)(2)(iv)**

When provision of handwashing facilities is not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

**1910.1030(d)(2)(v)**

Employers shall ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

**1910.1030(d)(2)(vi)**

Employers shall ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

**1910.1030(d)(2)(vii)**

Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed

except as noted in paragraphs (d)(2)(vii)(A) and (d)(2)(vii)(B) below. Shearing or breaking of contaminated needles is prohibited.

**1910.1030(d)(2)(vii)(A)**

Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless the employer can demonstrate that no alternative is feasible or that such action is required by a specific medical or dental procedure.

**1910.1030(d)(2)(vii)(B)**

Such bending, recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique.

**1910.1030(d)(2)(viii)**

Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be:

**1910.1030(d)(2)(viii)(A)**

Puncture resistant;

**1910.1030(d)(2)(viii)(B)**

Labeled or color-coded in accordance with this standard;

**1910.1030(d)(2)(viii)(C)**

Leakproof on the sides and bottom; and

**1910.1030(d)(2)(viii)(D)**

In accordance with the requirements set forth in paragraph (d)(4)(ii)(E) for reusable sharps.

**1910.1030(d)(2)(ix)**

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.

**1910.1030(d)(2)(x)**

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.

**1910.1030(d)(2)(xi)**

All procedures involving blood or other potentially infectious materials shall be

performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

**1910.1030(d)(2)(xii)**

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

**1910.1030(d)(2)(xiii)**

Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

**1910.1030(d)(2)(xiii)(A)**

The container for storage, transport, or shipping shall be labeled or color-coded according to paragraph (g)(1)(i) and closed prior to being stored, transported, or shipped. When a facility utilizes Universal Precautions in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exemption only applies while such specimens/containers remain within the facility. Labeling or color-coding in accordance with paragraph (g)(1)(i) is required when such specimens/containers leave the facility.

**1910.1030(d)(2)(xiii)(B)**

If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color-coded according to the requirements of this standard.

**1910.1030(d)(2)(xiii)(C)**

If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture-resistant in addition to the above characteristics.

**1910.1030(d)(2)(xiv)**

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary, unless the employer can

demonstrate that decontamination of such equipment or portions of such equipment is not feasible.

**1910.1030(d)(2)(xiv)(A)**

A readily observable label in accordance with paragraph (g)(1)(i)(H) shall be attached to the equipment stating which portions remain contaminated.

**1910.1030(d)(2)(xiv)(B)**

The employer shall ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

**1910.1030(d)(3)**

***Personal Protective Equipment --***

**1910.1030(d)(3)(i)**

***Provision.*** When there is occupational exposure, the employer shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

**1910.1030(d)(3)(ii)**

***Use.*** The employer shall ensure that the employee uses appropriate personal protective equipment unless the employer shows that the employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this

judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

**1910.1030(d)(3)(iii)**

**Accessibility.** The employer shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

**1910.1030(d)(3)(iv)**

**Cleaning, Laundering, and Disposal.** The employer shall clean, launder, and dispose of personal protective equipment required by paragraphs (d) and (e) of this standard, at no cost to the employee.

**1910.1030(d)(3)(v)**

**Repair and Replacement.** The employer shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

**1910.1030(d)(3)(vi)**

If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed immediately or as soon as feasible.

**1910.1030(d)(3)(vii)**

All personal protective equipment shall be removed prior to leaving the work area.

**1910.1030(d)(3)(viii)**

When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

**1910.1030(d)(3)(ix)**

**Gloves.** Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures except as specified in paragraph (d)(3)(ix)(D); and

when handling or touching contaminated items or surfaces.

**1910.1030(d)(3)(ix)(A)**

Disposable (single use) gloves such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

**1910.1030(d)(3)(ix)(B)**

Disposable (single use) gloves shall not be washed or decontaminated for re-use.

**1910.1030(d)(3)(ix)(C)**

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must 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.

**1910.1030(d)(3)(ix)(D)**

If an employer in a volunteer blood donation center judges that routine gloving for all phlebotomies is not necessary then the employer shall:

**1910.1030(d)(3)(ix)(D)(1)**

Periodically reevaluate this policy;

**1910.1030(d)(3)(ix)(D)(2)**

Make gloves available to all employees who wish to use them for phlebotomy;

**1910.1030(d)(3)(ix)(D)(3)**

Not discourage the use of gloves for phlebotomy; and

**1910.1030(d)(3)(ix)(D)(4)**

Require that gloves be used for phlebotomy in the following circumstances:

**1910.1030(d)(3)(ix)(D)(4)(i)**

When the employee has cuts, scratches, or other breaks in his or her skin;

**1910.1030(d)(3)(ix)(D)(4)(ii)**

When the employee judges that hand contamination with blood may occur, for example, when performing phlebotomy on an uncooperative source individual; and

**1910.1030(d)(3)(ix)(D)(4)(iii)**

When the employee is receiving training in phlebotomy.

**1910.1030(d)(3)(x)**

***Masks, Eye Protection, and Face Shields.*** Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

**1910.1030(d)(3)(xi)**

***Gowns, Aprons, and Other Protective Body Clothing.*** Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

**1910.1030(d)(3)(xii)**

Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopaedic surgery).

**1910.1030(d)(4)**

***Housekeeping --***

**1910.1030(d)(4)(i)**

***General.*** Employers shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

**1910.1030(d)(4)(ii)**

All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

**1910.1030(d)(4)(ii)(A)**

Contaminated work surfaces shall be decontaminated with an appropriate

disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.

**1910.1030(d)(4)(ii)(B)**

Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the workshift if they may have become contaminated during the shift.

**1910.1030(d)(4)(ii)(C)**

All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

**1910.1030(d)(4)(ii)(D)**

Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.

**1910.1030(d)(4)(ii)(E)**

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

**1910.1030(d)(4)(iii)**

***Regulated Waste --***

**1910.1030(d)(4)(iii)(A)**

***Contaminated Sharps Discarding and Containment.***

**1910.1030(d)(4)(iii)(A)(1)**

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are:

**1910.1030(d)(4)(iii)(A)(1)(i)**

Closable;

**1910.1030(d)(4)(iii)(A)(1)(ii)**

Puncture resistant;

**1910.1030(d)(4)(iii)(A)(1)(iii)**

Leakproof on sides and bottom; and

**1910.1030(d)(4)(iii)(A)(1)(iv)**

Labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard.

**1910.1030(d)(4)(iii)(A)(2)**

During use, containers for contaminated sharps shall be:

**1910.1030(d)(4)(iii)(A)(2)(i)**

Easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries);

**1910.1030(d)(4)(iii)(A)(2)(ii)**

Maintained upright throughout use; and

**1910.1030(d)(4)(iii)(A)(2)(iii)**

Replaced routinely and not be allowed to overflow.

**1910.1030(d)(4)(iii)(A)(3)**

When moving containers of contaminated sharps from the area of use, the containers shall be:

**1910.1030(d)(4)(iii)(A)(3)(i)**

Closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping;

**1910.1030(d)(4)(iii)(A)(3)(ii)**

Placed in a secondary container if leakage is possible. The second container shall be:

**1910.1030(d)(4)(iii)(A)(3)(ii)(A)**

Closable;

**1910.1030(d)(4)(iii)(A)(3)(ii)(B)**

Constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping; and

**1910.1030(d)(4)(iii)(A)(3)(ii)(C)**

Labeled or color-coded according to paragraph (g)(1)(i) of this standard.

**1910.1030(d)(4)(iii)(A)(4)**

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury.

**1910.1030(d)(4)(iii)(B)**

***Other Regulated Waste Containment --***

**1910.1030(d)(4)(iii)(B)(1)**

Regulated waste shall be placed in containers which are:

**1910.1030(d)(4)(iii)(B)(1)(i)**

Closable;

**1910.1030(d)(4)(iii)(B)(1)(ii)**

Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;

**1910.1030(d)(4)(iii)(B)(1)(iii)**

Labeled or color-coded in accordance with paragraph (g)(1)(i) this standard; and

**1910.1030(d)(4)(iii)(B)(1)(iv)**

Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

**1910.1030(d)(4)(iii)(B)(2)**

If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be:

**1910.1030(d)(4)(iii)(B)(2)(i)**

Closable;

**1910.1030(d)(4)(iii)(B)(2)(ii)**

Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping;

**1910.1030(d)(4)(iii)(B)(2)(iii)**

Labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard; and

**1910.1030(d)(4)(iii)(B)(2)(iv)**

Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

**1910.1030(d)(4)(iii)(C)**

Disposal of all regulated waste shall be in accordance with applicable regulations of the

United States, States and Territories, and political subdivisions of States and Territories.

**1910.1030(d)(4)(iv)**

***Laundry.***

**1910.1030(d)(4)(iv)(A)**

Contaminated laundry shall be handled as little as possible with a minimum of agitation.

**1910.1030(d)(4)(iv)(A)(1)**

Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.

**1910.1030(d)(4)(iv)(A)(2)**

Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded in accordance with paragraph (g)(1)(i) of this standard. When a facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.

**1910.1030(d)(4)(iv)(A)(3)**

Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

**1910.1030(d)(4)(iv)(B)**

The employer shall ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.

**1910.1030(d)(4)(iv)(C)**

When a facility ships contaminated laundry off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers which are labeled or color-coded in accordance with paragraph (g)(1)(i).

**1910.1030(e)**

***HIV and HBV Research Laboratories and Production Facilities.***

**1910.1030(e)(1)**

This paragraph applies to research laboratories and production facilities engaged in the culture, production, concentration, experimentation, and manipulation of HIV and HBV. It does not apply to clinical or diagnostic laboratories engaged solely in the analysis of blood, tissues, or organs. These requirements apply in addition to the other requirements of the standard.

**1910.1030(e)(2)**

Research laboratories and production facilities shall meet the following criteria:

**1910.1030(e)(2)(i)**

***Standard Microbiological Practices.*** All regulated waste shall either be incinerated or decontaminated by a method such as autoclaving known to effectively destroy bloodborne pathogens.

**1910.1030(e)(2)(ii)**

***Special Practices.***

**1910.1030(e)(2)(ii)(A)**

Laboratory doors shall be kept closed when work involving HIV or HBV is in progress.

**1910.1030(e)(2)(ii)(B)**

Contaminated materials that are to be decontaminated at a site away from the work area shall be placed in a durable, leakproof, labeled or color-coded container that is closed before being removed from the work area.

**1910.1030(e)(2)(ii)(C)**

Access to the work area shall be limited to authorized persons. Written policies and procedures shall be established whereby only persons who have been advised of the potential biohazard, who meet any specific entry requirements, and who comply with all entry and exit procedures shall be allowed to enter the work areas and animal rooms.

**1910.1030(e)(2)(ii)(D)**

When other potentially infectious materials or infected animals are present in the work area or containment module, a hazard warning sign



incorporating the universal biohazard symbol shall be posted on all access doors. The hazard warning sign shall comply with paragraph (g)(1)(ii) of this standard.

**1910.1030(e)(2)(ii)(E)**

All activities involving other potentially infectious materials shall be conducted in biological safety cabinets or other physical-containment devices within the containment module. No work with these other potentially infectious materials shall be conducted on the open bench.

**1910.1030(e)(2)(ii)(F)**

Laboratory coats, gowns, smocks, uniforms, or other appropriate protective clothing shall be used in the work area and animal rooms. Protective clothing shall not be worn outside of the work area and shall be decontaminated before being laundered.

**1910.1030(e)(2)(ii)(G)**

Special care shall be taken to avoid skin contact with other potentially infectious materials. Gloves shall be worn when handling infected animals and when making hand contact with other potentially infectious materials is unavoidable.

**1910.1030(e)(2)(ii)(H)**

Before disposal all waste from work areas and from animal rooms shall either be incinerated or decontaminated by a method such as autoclaving known to effectively destroy bloodborne pathogens.

**1910.1030(e)(2)(ii)(I)**

Vacuum lines shall be protected with liquid disinfectant traps and high-efficiency particulate air (HEPA) filters or filters of equivalent or superior efficiency and which are checked routinely and maintained or replaced as necessary.

**1910.1030(e)(2)(ii)(J)**

Hypodermic needles and syringes shall be used only for parenteral injection and aspiration of fluids from laboratory animals and diaphragm bottles. Only needle-locking syringes or disposable syringe-needle units (i.e., the needle is integral to the syringe) shall be used for the injection or aspiration of other potentially infectious materials. Extreme

caution shall be used when handling needles and syringes. A needle shall not be bent, sheared, replaced in the sheath or guard, or removed from the syringe following use. The needle and syringe shall be promptly placed in a puncture-resistant container and autoclaved or decontaminated before reuse or disposal.

**1910.1030(e)(2)(ii)(K)**

All spills shall be immediately contained and cleaned up by appropriate professional staff or others properly trained and equipped to work with potentially concentrated infectious materials.

**1910.1030(e)(2)(ii)(L)**

A spill or accident that results in an exposure incident shall be immediately reported to the laboratory director or other responsible person.

**1910.1030(e)(2)(ii)(M)**

A biosafety manual shall be prepared or adopted and periodically reviewed and updated at least annually or more often if necessary. Personnel shall be advised of potential hazards, shall be required to read instructions on practices and procedures, and shall be required to follow them.

**1910.1030(e)(2)(iii)**

***Containment Equipment.***

**1910.1030(e)(2)(iii)(A)**

Certified biological safety cabinets (Class I, II, or III) or other appropriate combinations of personal protection or physical containment devices, such as special protective clothing, respirators, centrifuge safety cups, sealed centrifuge rotors, and containment caging for animals, shall be used for all activities with other potentially infectious materials that pose a threat of exposure to droplets, splashes, spills, or aerosols.

**1910.1030(e)(2)(iii)(B)**

Biological safety cabinets shall be certified when installed, whenever they are moved and at least annually.

**1910.1030(e)(3)**

HIV and HBV research laboratories shall meet the following criteria:

**1910.1030(e)(3)(i)**

Each laboratory shall contain a facility for hand washing and an eye wash facility which is readily available within the work area.

**1910.1030(e)(3)(ii)**

An autoclave for decontamination of regulated waste shall be available.

**1910.1030(e)(4)**

HIV and HBV production facilities shall meet the following criteria:

**1910.1030(e)(4)(i)**

The work areas shall be separated from areas that are open to unrestricted traffic flow within the building. Passage through two sets of doors shall be the basic requirement for entry into the work area from access corridors or other contiguous areas. Physical separation of the high-containment work area from access corridors or other areas or activities may also be provided by a double-doored clothes-change room (showers may be included), airlock, or other access facility that requires passing through two sets of doors before entering the work area.

**1910.1030(e)(4)(ii)**

The surfaces of doors, walls, floors and ceilings in the work area shall be water resistant so that they can be easily cleaned. Penetrations in these surfaces shall be sealed or capable of being sealed to facilitate decontamination.

**1910.1030(e)(4)(iii)**

Each work area shall contain a sink for washing hands and a readily available eye wash facility. The sink shall be foot, elbow, or automatically operated and shall be located near the exit door of the work area.

**1910.1030(e)(4)(iv)**

Access doors to the work area or containment module shall be self-closing.

**1910.1030(e)(4)(v)**

An autoclave for decontamination of regulated waste shall be available within or as near as possible to the work area.

**1910.1030(e)(4)(vi)**

A ducted exhaust-air ventilation system shall be provided. This system shall create

directional airflow that draws air into the work area through the entry area. The exhaust air shall not be recirculated to any other area of the building, shall be discharged to the outside, and shall be dispersed away from occupied areas and air intakes. The proper direction of the airflow shall be verified (i.e., into the work area).

**1910.1030(e)(5)**

**Training Requirements.** Additional training requirements for employees in HIV and HBV research laboratories and HIV and HBV production facilities are specified in paragraph (g)(2)(ix).

**1910.1030(f)**

**Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up --**

**1910.1030(f)(1)**

**General.**

**1910.1030(f)(1)(i)**

The employer shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.

**1910.1030(f)(1)(ii)**

The employer shall ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:

**1910.1030(f)(1)(ii)(A)**

Made available at no cost to the employee;

**1910.1030(f)(1)(ii)(B)**

Made available to the employee at a reasonable time and place;

**1910.1030(f)(1)(ii)(C)**

Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and

**1910.1030(f)(1)(ii)(D)**

Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take

place, except as specified by this paragraph (f).

**1910.1030(f)(1)(iii)**

The employer shall ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

**1910.1030(f)(2)**

***Hepatitis B Vaccination.***

**1910.1030(f)(2)(i)**

Hepatitis B vaccination shall be made available after the employee has received the training required in paragraph (g)(2)(vii)(I) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

**1910.1030(f)(2)(ii)**

The employer shall not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.

**1910.1030(f)(2)(iii)**

If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the employer shall make available hepatitis B vaccination at that time.

**1910.1030(f)(2)(iv)**

The employer shall assure that employees who decline to accept hepatitis B vaccination offered by the employer sign the statement in Appendix A.

**1910.1030(f)(2)(v)**

If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available in accordance with section (f)(1)(ii).

**1910.1030(f)(3)**

***Post-exposure Evaluation and Follow-up.*** Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a

confidential medical evaluation and follow-up, including at least the following elements:

**1910.1030(f)(3)(i)**

Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;

**1910.1030(f)(3)(ii)**

Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law;

**1910.1030(f)(3)(ii)(A)**

The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

**1910.1030(f)(3)(ii)(B)**

When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

**1910.1030(f)(3)(ii)(C)**

Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

**1910.1030(f)(3)(iii)**

Collection and testing of blood for HBV and HIV serological status;

**1910.1030(f)(3)(iii)(A)**

The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

**1910.1030(f)(3)(iii)(B)**

If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the

employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

**1910.1030(f)(3)(iv)**

Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;

**1910.1030(f)(3)(v)**

Counseling; and

**1910.1030(f)(3)(vi)**

Evaluation of reported illnesses.

**1910.1030(f)(4)**

***Information Provided to the Healthcare Professional.***

**1910.1030(f)(4)(i)**

The employer shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation.

**1910.1030(f)(4)(ii)**

The employer shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

**1910.1030(f)(4)(ii)(A)**

A copy of this regulation;

**1910.1030(f)(4)(ii)(B)**

A description of the exposed employee's duties as they relate to the exposure incident;

**1910.1030(f)(4)(ii)(C)**

Documentation of the route(s) of exposure and circumstances under which exposure occurred;

**1910.1030(f)(4)(ii)(D)**

Results of the source individual's blood testing, if available; and

**1910.1030(f)(4)(ii)(E)**

All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

**1910.1030(f)(5)**

***Healthcare Professional's Written Opinion.***

The employer shall obtain and provide the

employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

**1910.1030(f)(5)(i)**

The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

**1910.1030(f)(5)(ii)**

The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

**1910.1030(f)(5)(ii)(A)**

That the employee has been informed of the results of the evaluation; and

**1910.1030(f)(5)(ii)(B)**

That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**1910.1030(f)(5)(iii)**

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

**1910.1030(f)(6)**

***Medical Recordkeeping.*** Medical records required by this standard shall be maintained in accordance with paragraph (h)(1) of this section.

**1910.1030(g)**

***Communication of Hazards to Employees --***

**1910.1030(g)(1)**

***Labels and Signs --***

**1910.1030(g)(1)(i)**

***Labels.***

**1910.1030(g)(1)(i)(A)**

Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials, except as

provided in paragraph (g)(1)(i)(E), (F) and (G).

**1910.1030(g)(1)(i)(B)**

Labels required by this section shall include the following legend:

**1910.1030(g)(1)(i)(C)**

These labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

**1910.1030(g)(1)(i)(D)**

Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

**1910.1030(g)(1)(i)(E)**

Red bags or red containers may be substituted for labels.

**1910.1030(g)(1)(i)(F)**

Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements of paragraph (g).

**1910.1030(g)(1)(i)(G)**

Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.

**1910.1030(g)(1)(i)(H)**

Labels required for contaminated equipment shall be in accordance with this paragraph and shall also state which portions of the equipment remain contaminated.

**1910.1030(g)(1)(i)(I)**

Regulated waste that has been decontaminated need not be labeled or color-coded.

**1910.1030(g)(1)(ii)**

***Signs.***

**1910.1030(g)(1)(ii)(A)**

The employer shall post signs at the entrance to work areas specified in paragraph (e), HIV and HBV Research Laboratory and

Production Facilities, which shall bear the following legend:

(Name of the Infectious Agent)

(Special requirements for entering the area)

(Name, telephone number of the laboratory director or other responsible person.)

**1910.1030(g)(1)(ii)(B)**

These signs shall be fluorescent orange-red or predominantly so, with lettering and symbols in a contrasting color.

**1910.1030(g)(2)**

***Information and Training.***

**1910.1030(g)(2)(i)**

The employer shall train each employee with occupational exposure in accordance with the requirements of this section. Such training must be provided at no cost to the employee and during working hours. The employer shall institute a training program and ensure employee participation in the program.

**1910.1030(g)(2)(ii)**

Training shall be provided as follows:

**1910.1030(g)(2)(ii)(A)**

At the time of initial assignment to tasks where occupational exposure may take place;

**1910.1030(g)(2)(ii)(B)**

At least annually thereafter.

**1910.1030(g)(2)(iii)**

[Reserved]

**1910.1030(g)(2)(iv)**

Annual training for all employees shall be provided within one year of their previous training.

**1910.1030(g)(2)(v)**

Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

**1910.1030(g)(2)(vi)**

Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

**1910.1030(g)(2)(vii)**

The training program shall contain at a minimum the following elements:

**1910.1030(g)(2)(vii)(A)**

An accessible copy of the regulatory text of this standard and an explanation of its contents;

**1910.1030(g)(2)(vii)(B)**

A general explanation of the epidemiology and symptoms of bloodborne diseases;

**1910.1030(g)(2)(vii)(C)**

An explanation of the modes of transmission of bloodborne pathogens;

**1910.1030(g)(2)(vii)(D)**

An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;

**1910.1030(g)(2)(vii)(E)**

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;

**1910.1030(g)(2)(vii)(F)**

An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;

**1910.1030(g)(2)(vii)(G)**

Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;

**1910.1030(g)(2)(vii)(H)**

An explanation of the basis for selection of personal protective equipment;

**1910.1030(g)(2)(vii)(I)**

Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of

being vaccinated, and that the vaccine and vaccination will be offered free of charge;

**1910.1030(g)(2)(vii)(J)**

Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

**1910.1030(g)(2)(vii)(K)**

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;

**1910.1030(g)(2)(vii)(L)**

Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;

**1910.1030(g)(2)(vii)(M)**

An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and

**1910.1030(g)(2)(vii)(N)**

An opportunity for interactive questions and answers with the person conducting the training session.

**1910.1030(g)(2)(viii)**

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

**1910.1030(g)(2)(ix)**

Additional Initial Training for Employees in HIV and HBV Laboratories and Production Facilities. Employees in HIV or HBV research laboratories and HIV or HBV production facilities shall receive the following initial training in addition to the above training requirements.

**1910.1030(g)(2)(ix)(A)**

The employer shall assure that employees demonstrate proficiency in standard microbiological practices and techniques and in the practices and operations specific to the

facility before being allowed to work with HIV or HBV.

**1910.1030(g)(2)(ix)(B)**

The employer shall assure that employees have prior experience in the handling of human pathogens or tissue cultures before working with HIV or HBV.

**1910.1030(g)(2)(ix)(C)**

The employer shall provide a training program to employees who have no prior experience in handling human pathogens. Initial work activities shall not include the handling of infectious agents. A progression of work activities shall be assigned as techniques are learned and proficiency is developed. The employer shall assure that employees participate in work activities involving infectious agents only after proficiency has been demonstrated.

**1910.1030(h)**

***Recordkeeping --***

**1910.1030(h)(1)**

***Medical Records.***

**1910.1030(h)(1)(i)**

The employer shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with 29 CFR 1910.1020.

**1910.1030(h)(1)(ii)**

This record shall include:

**1910.1030(h)(1)(ii)(A)**

The name and social security number of the employee;

**1910.1030(h)(1)(ii)(B)**

A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination as required by paragraph (f)(2);

**1910.1030(h)(1)(ii)(C)**

A copy of all results of examinations, medical testing, and follow-up procedures as required by paragraph (f)(3);

**1910.1030(h)(1)(ii)(D)**

The employer's copy of the healthcare professional's written opinion as required by paragraph (f)(5); and

**1910.1030(h)(1)(ii)(E)**

A copy of the information provided to the healthcare professional as required by paragraphs (f)(4)(ii)(B)(C) and (D).

**1910.1030(h)(1)(iii)**

Confidentiality. The employer shall ensure that employee medical records required by paragraph (h)(1) are:

**1910.1030(h)(1)(iii)(A)**

Kept confidential; and

**1910.1030(h)(1)(iii)(B)**

Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.

**1910.1030(h)(1)(iv)**

The employer shall maintain the records required by paragraph (h) for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

**1910.1030(h)(2)**

***Training Records.***

**1910.1030(h)(2)(i)**

Training records shall include the following information:

**1910.1030(h)(2)(i)(A)**

The dates of the training sessions;

**1910.1030(h)(2)(i)(B)**

The contents or a summary of the training sessions;

**1910.1030(h)(2)(i)(C)**

The names and qualifications of persons conducting the training; and

**1910.1030(h)(2)(i)(D)**

The names and job titles of all persons attending the training sessions.

**1910.1030(h)(2)(ii)**

Training records shall be maintained for 3 years from the date on which the training occurred.

**1910.1030(h)(3)**

***Availability.***

**1910.1030(h)(3)(i)**

The employer shall ensure that all records required to be maintained by this section shall be made available upon request to the Assistant Secretary and the Director for examination and copying.

**1910.1030(h)(3)(ii)**

Employee training records required by this paragraph shall be provided upon request for examination and copying to employees, to employee representatives, to the Director, and to the Assistant Secretary.

**1910.1030(h)(3)(iii)**

Employee medical records required by this paragraph shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary in accordance with 29 CFR 1910.1020.

**1910.1030(h)(4)**

***Transfer of Records.***

**1910.1030(h)(4)(i)**

The employer shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h).

**1910.1030(h)(4)(ii)**

If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify the Director, at least three months prior to their disposal and transmit them to the Director, if required by the Director to do so, within that three month period.

**1910.1030(h)(5)**

***Sharps injury log.***

**1910.1030(h)(5)(i)**

The employer shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the

injured employee. The sharps injury log shall contain, at a minimum:

**1910.1030(h)(5)(i)(A)**

The type and brand of device involved in the incident,

**1910.1030(h)(5)(i)(B)**

The department or work area where the exposure incident occurred, and

**1910.1030(h)(5)(i)(C)**

An explanation of how the incident occurred.

**1910.1030(h)(5)(ii)**

The requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR 1904.

**1910.1030(h)(5)(iii)**

The sharps injury log shall be maintained for the period required by 29 CFR 1904.6.

**1910.1030(i)**

***Dates --***

**1910.1030(i)(1)**

***Effective Date.*** The standard shall become effective on March 6, 1992.

**1910.1030(i)(2)**

The Exposure Control Plan required by paragraph (c) of this section shall be completed on or before May 5, 1992.

**1910.1030(i)(3)**

Paragraph (g)(2) Information and Training and (h) Recordkeeping shall take effect on or before June 4, 1992.

**1910.1030(i)(4)**

Paragraphs (d)(2) Engineering and Work Practice Controls, (d)(3) Personal Protective Equipment, (d)(4) Housekeeping, (e) HIV and HBV Research Laboratories and Production Facilities, (f) Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up, and (g)(1) Labels and Signs, shall take effect July 6, 1992.

[56 FR 64004, Dec. 06, 1991, as amended at 57 FR 12717, April 13, 1992; 57 FR 29206, July 1, 1992; 61 FR 5507, Feb. 13, 1996; 66 FR 5325 Jan., 18, 2001; 71 FR 16672 and 16673, April 3, 2006; 73 FR 75586, Dec. 12, 2008]



**Appendix B:**  
**Wis. Stat. 101.055**  
**Department of Commerce**



1. A revision of the International Energy Conservation Code is published.

2. Three years have passed from the date on which the department last submitted to the legislature proposed rules changing the energy conservation code.

(b) The department shall complete a review under sub. (2) as follows:

1. If the department begins a review under sub. (2) because a revision of the International Energy Conservation Code is published, the department shall complete its review of the energy conservation code, as defined in sub. (1), and submit to the legislature proposed rules changing the energy conservation code, as defined in sub. (1), no later than 18 months after the date on which the revision of the International Energy Conservation Code is published.

2. If the department begins a review under sub. (2) because 3 years have passed from the date on which the department last submitted to the legislature proposed rules changing the energy conservation code, the department shall complete its review of the energy conservation code and submit to the legislature proposed rules changing the energy conservation code no later than 9 months after the last day of the 3–year period.

**History:** 1993 a. 242; 2005 a. 141.

**Cross Reference:** See also ch. Comm 63, Wis. adm. code.

### 101.03 Testimonial powers of secretary and deputy.

The secretary or any deputy secretary may certify to official acts, and take testimony.

**History:** 1971 c. 228 s. 21; Stats. 1971 s. 101.03; 1977 c. 29; 1995 a. 27.

**101.05 Exempt buildings and projects. (1)** No building code adopted by the department under this chapter shall affect buildings located on research or laboratory farms of public universities or other state institutions and used primarily for housing livestock or other agricultural purposes.

(2) A bed and breakfast establishment, as defined under s. 254.61 (1), is not subject to building codes adopted by the department under this subchapter.

(3) No standard, rule, code or regulation of the department under this subchapter applies to construction undertaken by the state for the purpose of renovation of the state capitol building.

(4) No standard, rule, order, code or regulation adopted, promulgated, enforced or administered by the department under this chapter applies to a rural school building if all of the following are satisfied:

(a) The school building consists of one classroom.

(b) The school building is used as a school that is operated by and for members of a bona fide religious denomination in accordance with the teachings and beliefs of the denomination.

(c) The teachings and beliefs of the bona fide religious denomination that operates the school prohibit the use of certain products, devices or designs that are necessary to comply with a standard, rule, order, code or regulation adopted, promulgated, enforced or administered by the department under this chapter.

**History:** 1971 c. 329; 1983 a. 163; 1983 a. 538 s. 271; 1989 a. 31, 354; 1993 a. 27, 117; 1995 a. 27; 1999 a. 135.

**Cross Reference:** See also ch. Comm 61, Wis. adm. code.

**101.055 Public employee safety and health. (1) INTENT.** It is the intent of this section to give employees of the state, of any agency and of any political subdivision of this state rights and protections relating to occupational safety and health equivalent to those granted to employees in the private sector under the occupational safety and health act of 1970 (5 USC 5108, 5314, 5315 and 7902; 15 USC 633 and 636; 18 USC 1114; 29 USC 553 and 651 to 678; 42 USC 3142–1 and 49 USC 1421).

(2) **DEFINITIONS.** In this section, unless the context requires otherwise:

(a) “Agency” means an office, department, independent agency, authority, institution, association, society, or other body in state government created or authorized to be created by the con-

stitution or any law, and includes the legislature and the courts, but excludes the Health Insurance Risk–Sharing Plan Authority.

(b) “Public employee” or “employee” means any employee of the state, of any agency or of any political subdivision of the state.

(c) “Public employee representative” or “employee representative” means an authorized collective bargaining agent, an employee who is a member of a workplace safety committee or any person chosen by one or more public employees to represent those employees.

(d) “Public employer” or “employer” means the state, any agency or any political subdivision of the state.

(3) **STANDARDS.** (a) The department shall adopt, by administrative rule, standards to protect the safety and health of public employees. The standards shall provide protection at least equal to that provided to private sector employees under standards promulgated by the federal occupational safety and health administration, but no rule may be adopted by the department which defines a substance as a “toxic substance” solely because it is listed in the latest printed edition of the national institute for occupational safety and health registry of toxic effects of chemical substances. The department shall revise the safety and health standards adopted for public employees as necessary to provide protection at least equal to that provided to private sector employees under federal occupational safety and health administration standards, except as otherwise provided in this paragraph. Notwithstanding ss. 35.93 and 227.21, if the standards adopted by the department are identical to regulations adopted by a federal agency, the standards need not be duplicated as provided in ss. 35.93 and 227.21 if the identical federal regulations are made available to the public at a reasonable cost, promulgated in accordance with ch. 227, except s. 227.21, and distributed in accordance with s. 35.84.

(b) Standards adopted by the department shall contain appropriate provisions for informing employees about hazards in the workplace, precautions to be taken and emergency treatment practices to be used in the event of an accident or overexposure to a toxic substance. Standards shall include provisions for providing information to employees through posting, labeling or other suitable means. Where appropriate, standards adopted by the department shall contain provisions for the use of protective equipment and technological procedures to control hazards.

(c) Standards adopted by the department relating to toxic substances or harmful physical agents, such as noise, temperature extremes and radiation, shall assure to the extent feasible that no employee will suffer material impairment of health or functional capacity through regular exposure. Where appropriate, standards adopted by the department relating to toxic substances and physical agents shall require the monitoring and measuring of employees’ exposure to the substance or agent.

(d) No standards adopted under this subsection may require a member of a volunteer or paid fire department maintained by a political subdivision of this state to complete more than 60 hours of training prior to participating in structural fire fighting.

(4) **VARIANCES.** (a) *Procedure.* A public employer may apply to the department for a temporary variance under par. (b), an experimental variance under par. (c) or a permanent variance under par. (d) to any standard adopted under sub. (3) by filing a petition with the department specifying the standard for which the public employer seeks a variance and the reasons for which the variance is sought. In addition, the public employer seeking the variance shall provide a copy of the application to the appropriate public employee representatives and post a statement at the place where notices to employees are normally posted. The posted statement shall summarize the application, specify a place where employees may examine the application and inform employees of their right to request a hearing. Upon receipt of a written request by the employer, an affected employee or a public employee representative, the department shall hold a hearing on the application for a variance and may make further investigations. If a hearing

## 101.055 REGULATION OF INDUSTRY, BUILDINGS AND SAFETY

has been requested, the department may not issue a variance until a hearing has been held. A variance issued under par. (b), (c) or (d) shall prescribe the methods and conditions which the employer must adopt and maintain while the variance is in effect.

(b) *Temporary variance.* The department may grant a temporary variance before a standard goes into effect if the public employer complies with par. (a) and establishes that it is unable to comply with a standard by the standard's effective date because of unavailability of professional or technical personnel or of necessary materials or equipment or because necessary construction or alteration of facilities cannot be completed by the effective date. The employer shall also show that it is taking all available steps to safeguard employees against the hazard covered by the standard from which the variance is sought and shall possess and describe a program for coming into compliance with the standard as quickly as possible. If a hearing is requested, the department may state in writing that noncompliance with the standard is permitted for 180 days or until a decision is made after the hearing, whichever is earlier. A temporary variance shall be in effect for the period of time needed by the employer to achieve compliance with the standard or for one year, whichever is shorter. A temporary variance may be renewed no more than twice, and only if the public employer files an application for renewal at least 90 days before expiration of the temporary variance and complies with this paragraph and par. (a).

(c) *Experimental variance.* The department may grant an experimental variance if the public employer complies with par. (a) and the department determines that the variance is necessary to permit the employer to participate in an experiment approved by the department to demonstrate or validate new or improved techniques to safeguard the health or safety of employees.

(d) *Permanent variance.* The department may grant a permanent variance if the public employer complies with par. (a) and the department finds the employer has demonstrated by a preponderance of the evidence that the conditions and methods the employer uses or proposes to use provide employment or a place of employment which is as safe and healthful as that provided under the standard from which the employer seeks a permanent variance. A permanent variance may be modified or revoked upon application by the employer, an affected employee, a public employee representative or the department and after opportunity for a hearing, but not sooner than 6 months after issuance of the permanent variance.

(5) **INSPECTIONS.** (a) A public employee or public employee representative who believes that a safety or health standard or variance is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the department to conduct an inspection. The department shall provide forms which may be used to make a request for an inspection. If the employee or public employee representative requesting the inspection so designates, that person's name shall not be disclosed to the employer or any other person, including any agency except the department. If the department decides not to make an inspection, it shall notify in writing any employee or public employee representative making a written request. A decision by the department not to make an inspection in response to a request under this subsection is reviewable by the department under sub. (6) (a) 3. and is subject to judicial review under sub. (6) (a) 4.

(b) An authorized representative of the department may enter the place of employment of a public employer at reasonable times, within reasonable limits and in a reasonable manner to determine whether that employer is complying with safety and health standards and variances adopted under subs. (3) and (4) or to investigate any situation which poses a recognized hazard likely to cause death or serious physical harm to a public employee regardless of whether a standard is being violated. No public employer may refuse to allow a representative of the department to inspect a place of employment. If an employer attempts to prevent a representative of the department from conducting an inspection, the department may obtain an inspection warrant under s. 66.0119.

No notice may be given before conducting an inspection under this paragraph unless that notice is expressly authorized by the secretary or is necessary to enhance the effectiveness of the inspection.

(c) A representative of the employer and a public employee representative shall be permitted to accompany a representative of the department on an inspection made under this subsection to aid in the inspection and to notify the inspector of any possible violation of a safety and health standard or variance or of any situation which poses a recognized hazard likely to cause death or serious physical harm to a public employee. The public employee representative accompanying the representative of the department on an inspection shall, with respect to payment received or withheld for time spent accompanying the department representative, receive treatment equal to that afforded to any representative of the employer who is present during an inspection, except that a public employer may choose to allow only one public employee representative at a time to accompany the department representative on an inspection without a reduction in pay. If a representative of the employer does not accompany the representative of the department on an inspection, at least one public employee representative shall be allowed to accompany the representative of the department on the inspection without a loss of pay. Where no public employee representative accompanies the representative of the department on an inspection, the representative of the department shall consult with a reasonable number of employees concerning matters of employee safety and health. The department shall keep a written record of the name of any person accompanying the department representative during the inspection, the name of any employee consulted and the name of any authorized collective bargaining agent notified of the inspection by the public employer under sub. (7) (e).

(d) When making an inspection, a representative of the department may question privately any public employer or employee. No public employee shall suffer a loss in wages for time spent responding to any questions under this paragraph.

(e) A representative of the department shall have access to the records required under sub. (7) (a) and (b) and to any other records maintained by a public employer which are related to the purpose of the inspection.

(6) **ENFORCEMENT.** (a) *Orders.* 1. 'Issuance.' If, as a result of inspection, the department finds a violation of a safety and health standard or variance or a condition which poses a recognized hazard likely to cause death or serious physical harm to a public employee, the department shall issue an order to the employer. A public employer who is in compliance with any standards or variances is deemed to be in compliance to the extent of the condition, practice, means, method, operation or process covered by that standard. The order shall describe the nature of the violation and the period of time within which the employer shall correct the violation. The department shall send a copy of the order to the top elected official of the political subdivision of which the public employer is a part and to the appropriate collective bargaining agent for the employees affected by the violation cited in the order, if a collective bargaining agent exists. If the order is issued as a result of an inspection requested by an employee or public employee representative, the department shall also send a copy of the order to that employee or public employee representative. Upon receipt of an order, the employer shall post the order at or near the site of violation for 3 days, or until the violation is abated, whichever is longer. The order shall be posted regardless of whether there has been a petition for a variance under sub. (4) or for a hearing under subd. 3. The employer shall ensure that the order is not altered, defaced or covered by other materials.

2. 'Decision not to issue.' If the department decides not to issue an order in response to a request for inspection filed under sub. (5) (a), it shall mail written notice of that decision to the public employee or public employee representative who requested the investigation. A decision under this subdivision is reviewable by the department under subd. 3.

3. ‘Review by department.’ A public employer or employee affected by an order or decision issued by the department under subd. 1. or 2. or sub. (5) (a) may obtain review of the order or decision by filing with the department a petition requesting a hearing and specifying the modification or change desired in the order or decision. A petition for a hearing must be filed with the department not later than 30 days after the order is issued or the written notification is mailed. If the department denies the request for a hearing, the denial shall be in writing and shall state the reasons for denial. If the department holds a hearing, it shall issue an order affirming, vacating or modifying the order or decision under subd. 1. or 2. or sub. (5) (a), within 30 days after the close of the hearing.

4. ‘Judicial review.’ Orders and denials of requests for hearings under subd. 3. are subject to judicial review under ch. 227.

(b) *Injunction.* Whenever a hazard exists in a public employer’s place of employment which could reasonably be expected to cause death or serious physical harm before other procedures under this section can be carried out, the department may seek relief through an injunction or an action for mandamus as provided in chs. 783 and 813. If the department seeks an injunction or an action for mandamus, it shall notify the affected public employer and public employees of the hazard for which relief is being sought.

(7) **EMPLOYER OBLIGATIONS FOR RECORD KEEPING AND NOTIFICATION.** (a) A public employer shall maintain records of work-related injuries and illnesses and shall make reports of these injuries and illnesses to the department at time intervals specified by rule of the department. These records shall be available to the department, the employer’s employees and the employees’ representatives. This paragraph does not authorize disclosure of patient health care records except as provided in ss. 146.82 and 146.83.

(b) A public employer shall maintain records of employee exposures to toxic materials and harmful physical agents which are required by safety and health standards adopted under sub. (3) to be monitored or measured. A representative of the department and any affected public employee and his or her public employee representative shall be permitted to observe the monitoring and measuring and shall have access to the employer’s records of the monitoring and measuring. This paragraph does not authorize disclosure of patient health care records except as provided in ss. 146.82 and 146.83.

(c) A public employer shall promptly notify a public employee who has been or is being exposed to any toxic material or harmful physical agent at a level which exceeds that prescribed by the safety and health standards of the department and shall inform that public employee of any corrective action being taken.

(d) A public employer shall notify its employees of their protections and rights under this section by posting a summary of these protections and rights in the place of employment where notices to employees are usually posted.

(e) When a representative of the department enters a public employer’s place of employment to make an inspection, the employer shall notify an appropriate representative of any collective bargaining unit which represents the employer’s employees. The employer shall give the name of the collective bargaining unit representatives notified of the inspection to the department representative making the inspection.

(8) **PROTECTION OF PUBLIC EMPLOYEES EXERCISING THEIR RIGHTS.** (ag) In this subsection, “division of equal rights” means the division of equal rights in the department of workforce development acting under the authority provided in s. 106.54 (4).

(ar) No public employer may discharge or otherwise discriminate against any public employee it employs because the public employee filed a request with the department, instituted or caused to be instituted any action or proceeding relating to occupational safety and health matters under this section, testified or will testify in such a proceeding, reasonably refused to perform a task which represents a danger of serious injury or death or exercised any

other right related to occupational safety and health which is afforded by this section.

(b) A public employee who believes that he or she has been discharged or otherwise discriminated against by a public employer in violation of par. (ar) may file a complaint with the division of equal rights alleging discrimination or discharge, within 30 days after the employee received knowledge of the discrimination or discharge.

(c) Upon receipt of a complaint, the division of equal rights shall, except as provided in s. 230.45 (1m), investigate the complaint and determine whether there is probable cause to believe that a violation of par. (ar) has occurred. If the division of equal rights finds probable cause it shall attempt to resolve the complaint by conference, conciliation or persuasion. If the complaint is not resolved, the division of equal rights shall hold a hearing on the complaint within 60 days after receipt of the complaint unless both parties to the proceeding agree otherwise. Within 30 days after the close of the hearing, the division of equal rights shall issue its decision. If the division of equal rights determines that a violation of par. (ar) has occurred, it shall order appropriate relief for the employee, including restoration of the employee to his or her former position with back pay, and shall order any action necessary to ensure that no further discrimination occurs. If the division of equal rights determines that there has been no violation of par. (ar), it shall issue an order dismissing the complaint.

(d) Orders of the division of equal rights under this subsection are subject to judicial review under ch. 227.

**Cross Reference:** See also ch. DWD 223, Wis. adm. code.

(9) **COORDINATION OF STATE SAFETY AND HEALTH PROGRAMS.** The department shall coordinate state safety and health programs and shall plan and conduct comprehensive safety and health loss prevention programs for state employees and facilities.

(10) **EXCEPTION FOR CERTAIN POLITICAL SUBDIVISIONS.** The department is not required to expend any resources to enforce this section in political subdivisions having 10 or less employees unless it has received a complaint.

**History:** 1981 c. 360, 391; 1985 a. 182 s. 57; 1991 a. 39; 1995 a. 27 ss. 3652 to 3659, 9130 (4); 1995 a. 342; 1997 a. 3; 1999 a. 82; 1999 a. 150 s. 672; 2003 a. 33; 2005 a. 74.

**Cross Reference:** See also chs. Comm 3, 30, and 32, Wis. adm. code.

This section extends the coverage of OSHA to government employees. OSHA was meant to address tangible, measurable workplace hazards. The threat of on-the-job violence to a campus police officer is too abstract to be within the coverage afforded. The denial of a request for a hearing on a complaint seeking to require the provision of firearms to officers was proper. West v. Department of Commerce, 230 Wis. 2d 71, 601 N.W.2d 307 (Ct. App. 1999), 98–1693.

**101.07 Flushing devices for urinals.** The department shall not promulgate any rules which either directly or indirectly prohibit the use of manual flushing devices for urinals. The department shall take steps to encourage the use of manual flushing devices for urinals.

**History:** 1977 c. 418.

**101.09 Storage of flammable, combustible and hazardous liquids.** (1) **DEFINITIONS.** In this section:

(a) “Combustible liquid” means a liquid having a flash point at or above 100 degrees fahrenheit and below 200 degrees fahrenheit.

(am) “Federally regulated hazardous substance” means a hazardous substance, as defined in 42 USC 9601 (14).

(b) “Flammable liquid” means a liquid having a flash point below 100 degrees fahrenheit.

(c) “Flash point” means the minimum temperature at which a flammable or combustible liquid will give off sufficient flammable vapors to form an ignitable mixture with air near the surface of the liquid or within the vessel which contains the liquid.

(d) “Waters of the state” has the meaning specified under s. 281.01 (18).

(2) **STORAGE TANKS.** (a) Except as provided under pars. (b) to (d), every person who constructs, owns or controls a tank for the storage, handling or use of liquid that is flammable or combustible



# **Appendix C**

## **Exposure Control Plan Definitions**





**Amniotic fluid** — the fluid surrounding the embryo in the mother's womb.

**Antibody** — a substance produced in the blood of an individual which is capable of producing a specific immunity to a specific germ or virus.

**Antigen** — any substance which stimulates the formation of an antibody.

**Assistant Secretary** — the Assistant Secretary of Labor for Occupational Safety and Health Administration, or designated representative.

**Biohazard label** — a label affixed to containers of regulated waste, refrigerators/freezers, and other containers used to store, transport, or ship blood and other potentially infectious materials. The label must be fluorescent orange-red in color with the biohazard symbol and the word biohazard on the lower part of the label.

**Blood** — human blood, human blood components, and products made from human blood.

**Bloodborne pathogens** — pathogenic (disease producing) 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) and human immunodeficiency virus (HIV).

**Bulk blood and body fluids** — bulk quantities (dripping, pourable) or items saturated with whole blood and blood components, blood specimens, semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, amniotic fluid, peritoneal fluid, peritoneal dialysate, pericardial fluid, pleural fluid, and other body fluids visibly contaminated with blood. Collection devices or reservoirs not emptied prior to disposal should also be treated as infectious waste.

**Cerebrospinal fluid** — a clear, colorless fluid surrounding the brain and spinal cord. It can be withdrawn by performing a spinal puncture.

**Clinical laboratory** — a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

**Contaminated** — the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Contaminated laundry** — laundry which has been soiled with blood or other potentially infected materials or may contain sharps.

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

**Decontamination** — the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

**Engineering controls** — include all control measures that isolate or remove a hazard from the workplace, such as sharps disposal containers, self-sheathing needles, and needleless systems.

**Exposure control plan** — a written program developed and implemented by the employer which sets forth procedures, engineering controls, personal protective equipment, work practices, and other methods that are capable of protecting employees from exposure to bloodborne pathogens and meets the requirements spelled out by the OSHA Bloodborne Pathogens Standard.

**Exposure determination** — how and when occupational exposure occurs and which job classification and/or individuals are at risk of exposure without regard to the use of personal protective equipment.

**Exposure incident** — 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.

**Hand-washing facilities** — a facility providing an adequate supply of running potable water, soap, and single-use towels, medicated towelettes, or hot air drying machines.

**HBV**— hepatitis B virus

**HCV** — hepatitis C virus

**HIV** — human immunodeficiency virus.

**Human tissue** — recognizable human tissue. It must be buried, incinerated, or rendered completely unrecognizable. Nonhuman tissues are only considered infectious if they are known or suspected to contain pathogens with sufficient virulence and quantity so that exposure to the waste by a susceptible human host could result in an infectious disease.

**Infectious waste** — solid waste which contains pathogens with sufficient virulence and quantity so that exposure to the waste by a susceptible host could result in an infectious disease. The following are *not* included in the definition of infectious waste but should be placed in containers such as a plastic bag prior to disposal to contain the waste.

- 1) items soiled (not saturated) with body fluids (for example, bandages, tampons, sanitary napkins)
- 2) items soiled with body fluids not included in the definition of infectious waste (for example, diapers)
- 3) intravenous tubing with needles detached

**Licensed health-care professional** — persons whose legally permitted scope and practice allows them to independently perform the activities required by paragraph (f) of the standard: hepatitis B vaccination and post-exposure evaluation and follow-up. *In Wisconsin only a licensed physician meets this definition.*

**Medical consultation** — a consultation which takes place between an employee and a licensed health-care professional for the purpose of determining the employee's medical condition resulting from exposure to blood or other potentially infectious materials as well as any further evaluation or treatment that is required.

**Microbiological lab wastes** — cultures and lab equipment that have come in contact with infectious agents.

**Mucous membranes** — a surface membrane composed of cells that secrete various forms of mucus, as in the lining of the respiratory tract and the gastrointestinal tract.

**Mucus** — a thick liquid secreted by glands lining the nasal passages, the stomach and intestines, the vagina, and so forth.

**Needleless systems** — devices which provide an alternative to needles for various procedures to reduce the risk of injury involving contaminated sharps. Examples include IV medication systems which administer medication or fluids through a catheter port using non-needle connections and jet injection systems which deliver liquid medication beneath the skin or through a muscle.

**Occupational exposure** — a reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

**OSHA** — the Occupational Safety and Health Administration of the U.S. Department of Labor; the federal agency with safety and health regulatory and enforcement authority for most U.S. industry and business.

**Other potentially infectious materials (OPIM)** — (1) the following human body fluids: semen, vaginal secretions, menstrual blood, vomit, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood, and all body fluids in situations in which it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures; organ cultures; HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**Parenteral** — piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

**Pathogen** — a bacteria or virus capable of causing infection or disease.

**Pericardial fluid** — fluid from around the heart.

**Pericardium** — the sheath of tissue encasing the heart.

**Peritoneal fluid** — the clear straw-colored serous fluid secreted by the cells of the peritoneum.

**Peritoneum** — the lining membrane of the abdominal (peritoneal) cavity, composed of a thin layer of cells.

**Personal protective equipment**— specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment. Personal protective equipment may include, but is not limited to, gloves; gowns; laboratory coats; face shields or masks and eye protection equipment; and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment can be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membrane under normal conditions of use and for the duration of time which the protective equipment is used.

**Pleural** — the membrane lining the chest cavity and covering the lungs, made up of a thin sheet of cells.

**Pleural fluid** — fluid from the pleural cavity.

**Production facility** — a facility engaged in industrial-scale, large-volume, or high-concentration production of HIV or HBV.

**Prophylaxis** — the measure carried out to prevent diseases.

**Regulated waste** — liquid or semi-liquid blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

**Research laboratory** — a laboratory producing or using research laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

**Serous fluids** — liquids of the body, similar to blood serum, which are in part secreted by serous membranes.

**Sharps** — medical or laboratory articles, including those that are potentially infectious and that may cause punctures or cuts. Examples include, but are not limited to, hypodermic needles, syringes, pasteur pipettes, and scalpel blades.

**Sharps with engineered sharps injury protections** — include non-needle sharps or needle devices containing built-in safety features that are used for collecting fluids or administering medications or other fluids, as well as other procedures involving a risk of sharps injury.

**Source individual** — any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an 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.

**Sterilize** — the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

**Synovial fluid** — the clear amber fluid usually present in small quantities in a joint of the body (for example, the knee or elbow).

**Universal precautions** — an approach to infection control. According to the concept, all human blood and certain human body fluids are treated as if we know them to be infectious for HIV, HBV, and other bloodborne pathogens.

**Vascular** — pertaining to or composed of blood vessels.

**Work practice controls** — controls that reduce the likelihood of exposure by altering the manner in which the task is performed. An example would be prohibiting the recapping of needles using a two-handed technique.

**Appendix D:  
Job Classification Exposure  
Determination Form**



**Bloodborne Pathogens**  
**Job Classification Exposure Determination Form**  
(insert name of school district)

Job Classification	All Have Exposure	Some Have Exposure: List Person/Job Title	None Have Exposure
<ul style="list-style-type: none"> <li>• Central Office Administrators</li> <li>• Building Administrators</li> <li>• Secretaries</li> <li>• Regular Education Teachers</li> <li>• Special Education Teachers</li> <li>• Substitute Teachers</li> <li>• School Nurse</li> <li>• Custodians</li> <li>• Other Maintenance Personnel:</li> </ul> <p>_____</p> <p>_____</p> <ul style="list-style-type: none"> <li>• Instructional Aides/Paraprofessionals</li> <li>• Coaches/Asst. Coaches</li> <li>• Athletic Trainers</li> <li>• Athletic Director</li> <li>• Food Service Personnel</li> <li>• Lunchroom Aides</li> <li>• Physical Therapist (PT)</li> <li>• PT Assistants</li> <li>• Occupational Therapist (OT)</li> <li>• OT Assistants</li> <li>• Recreational Therapists</li> </ul> <ul style="list-style-type: none"> <li>• Health-care Aides</li> <li>• Bus Drivers</li> <li>• Transportation Aides</li> <li>• Guidance Counselors</li> <li>• School Psychologists</li> <li>• School Social Workers</li> <li>• Substitutes</li> <li>• Librarians</li> <li>• Library Aides</li> <li>• Health Room Volunteers</li> <li>• Other Volunteers</li> <li>• Other:</li> </ul> <p>_____</p> <p>_____</p> <p>_____</p>			





# **Appendix E: Tasks and Procedures Record**



## Bloodborne Pathogens Tasks and Procedures Record

(insert school district name)

Task/Procedure	Type of Bodily Fluid/Substance To Which Exposure Is Likely							Protective Procedures	Protective Barriers					
	Blood	Semen	Vaginal Secretions	Menstrual Fluid	Non-intact Skin	Vomit feces, urine, and saliva	Disinfectant		Gloves	Gown/Apron	Mask/CPR barrier	Eye Wear		



# **Appendix F:**

## **Example of a Written Procedure**



**The following is an example of a written procedure for handling contaminated laundry in a school setting.**

### **Soiled Laundry—All Departments**

1. Personnel handling contaminated laundry will wear gloves.
2. All soiled linens will be placed immediately in a red plastic bag and securely tied. All soiled linen bags will be placed in plastic-lined linen carts in various work units.
3. Classroom personnel will be responsible for transporting soiled linen bags to the laundry cart location.
4. Bags containing linen heavily soiled with blood, feces, or other highly contaminated material will be labeled as such. If the outside of the red bag is contaminated, that bag should be ‘double-bagged’ into another red bag.

*See Model Plan, page 3, II.B.2, Housekeeping and Waste Procedures for an explanation of the standard requirements for cleaning and decontamination of work surfaces, waste containers, contaminated equipment and sharps as well as laundry.*





# **Appendix G:**

## **Hepatitis B Vaccination Record Form**



# Hepatitis B Vaccination Record

(insert name of school district)

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 information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, and benefits of being vaccinated, and I understand that the vaccine and vaccination will be offered free of charge.

I, \_\_\_\_\_, have completed the following inoculations using:

Recombivax - HB Vaccine      or       Enerix -B Vaccine

<b>Inoculation 1 - Date</b>	<b>Given at</b>
<b>Inoculation 2 - Date</b>	<b>Given at</b>
<b>Inoculation 3 - Date</b>	<b>Given at</b>

If a health-care worker has ongoing contact with blood or OPIM and is at ongoing risk for injuries with sharp instruments or needlesticks, then s/he must be tested for the antibody to hepatitis B surface antigen one to two months after the completion of the above three-dose vaccination series.

<b>Titer Measurement</b>	<b>Date</b>	<b>Drawn at</b>

Need for repeat of series:       Yes       No



# **Appendix H: Hepatitis B Vaccine Declination Form**



# Hepatitis B Vaccine Declination

(insert name of school)

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.

<b>Employee Name</b> <i>Please Print</i>	
<b>Employee Signature</b>  ➤	<b>Date</b>





**Appendix I:  
School Exposure Incident  
Investigation Form**



**School Exposure Incident Investigation Form**  
(insert name of school district)

Date of Incident	Time of Incident
Location	Person(s) Involved

<b>Potentially Infectious Materials Involved</b>	
Type	Source
Circumstances (what was occurring at the time of the incident)	
How the incident was caused (accident, equipment malfunction, and so forth; list any tool, machine, or equipment involved)	
Personal protective equipment and engineering controls being used at the time of the incident	
Actions taken (decontamination, clean-up, reporting, and so forth)	
Training of employee	
Recommendations for avoiding repetition of the incident, including any recommended changes to the ECP (Exposure Control Plan)	



**Appendix J:**  
**Worker's Compensation Form WKC-8165**  
**Medical Management of Individuals**  
**Exposed to Blood/Body Fluids**



## **Documentation of Significant Exposure to HIV**

The Wisconsin statutory definition of ‘significant exposure’ refers to an exposure which carries the potential for transmission of HIV (AIDS virus). For purposes of Worker's Compensation, a physician must certify that a significant exposure has occurred. This certification must be documented on a form developed by the Wisconsin Department of Commerce (DOC). Since other infectious diseases can also be transmitted by significant exposure to blood or body fluids, this form may be used to document any such exposure. (The order identification of this form is SBD 10781.)

Information on ordering SBD 10781 is available from the Bureau of Document Services, Wisconsin Department of Administration, at (608) 266-3358. E-mail is [docsales@doa.state.wi.us](mailto:docsales@doa.state.wi.us) or you can visit their web address at [http://www.doa.wi.gov/section\\_detail.asp?linkcatid=266&linkid=49&locid=2&sname=Enterprise%20Fleet](http://www.doa.wi.gov/section_detail.asp?linkcatid=266&linkid=49&locid=2&sname=Enterprise%20Fleet).

Completion instructions, including the definition of ‘significant exposure,’ are written on the form. For additional questions regarding this form, please call your local public health agency or infection control practitioner at the receiving facility where testing will be conducted.





# **Appendix K: Needle-Stick/Sharps Injury Log**



**Needle-Stick/Sharps Injury Log**  
(insert dates)

(insert name of school district)

Date of Injury	Employee Job Title/Category	Location of Incident Work Area	Brand/Type of Sharp	Description of Incident



# **Appendix L:**

## **Information and Training of Employees with Potential Exposure to Bloodborne Pathogens**



**Information And Training Of Employees with  
Potential Exposure To Bloodborne Pathogens**  
(insert name of school district)

Training Date(s)	Trainer's Name(s) and Qualifications
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Names and job titles of all employees attending this training: (Attached)

Agenda and/or materials presented to training participants include:

- an accessible copy of the text of the Wisconsin Statutes 101.055 and 29 CFR 1910.1030.
- a general explanation of the epidemiology and symptoms of bloodborne diseases including HCV.
- an explanation of the modes of transmission of bloodborne pathogens.
- an explanation of the exposure control plan and the means by which employees can obtain a copy of the written plan.
- an explanation of the appropriate methods for recognizing tasks/activities that may involve exposure to blood and other potentially infectious materials.
- an explanation of the use and limitations of methods that will prevent or reduce exposure (engineering controls, work practices, and personal protective equipment, including safer needles and needless devices).
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment or other contaminated items.
- an explanation of the basis for selection of personal protective equipment.
- information on the HBV vaccine, its efficacy, safety, method of administration, benefits of vaccination, and provision at no cost to the employee.
- information on the appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials.
- an explanation of the procedure to follow if an exposure incident occurs, the method of reporting, and the medical follow-up that is available.
- information on the post-exposure evaluation and follow-up that is provided.
- an explanation of the signs, symbols, and color-coding of biohazards.
- a question and answer session between the trainer(s) and employee(s).
- list of school district and health community contacts that can be resources to employees if they have questions after training.

Signature of Training Coordinator  ➤	Date Signed
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# **Appendix M: Employee Medical Record Checklist**



# Employee Medical Record Checklist

(insert name of school district)

<b>Employee Name</b> <i>Please Print</i>	<b>Social Security Number</b> ____ - ____ - ____
<b>Building</b>	<b>Job Classification</b>

- Copy of employee's hepatitis B vaccination record or declination form (see appendixes G and H). Attach any additional medical records relative to hepatitis B.

-----

- Brief description of exposure incident:

\_\_\_\_\_

\_\_\_\_\_

- Log and attach this district's copy of information provided to the healthcare professional.
- Accident report (see appendix F).
- Results of the source individual's blood testing, if available and if consent for release has been obtained.
- Log and attach this district's copy of the healthcare professional's written opinion.



# **Appendix N: Annual Review of Exposure Control Plan**



## Annual Review of Exposure Control Plan (insert school district name)

<b>The Exposure Control Plan has been reviewed on the date below.</b>	<b>Reviewed By</b> <i>Please Print</i>	
	<b>Name</b>	<b>Position</b>
<b>Date</b>	<b>Name</b>	<b>Position</b>
	<b>Name</b>	<b>Position</b>

New tasks and procedures which affect occupational exposure

Annual evaluation of available engineering controls, including engineered safer needle devices

Modification of former tasks and procedures which affect occupational exposure

New or revised employee positions with occupational exposure





# Appendix O: Resources



## General Information

Terry Moen, Chief, Occupational Health Section  
Bureau of Public Health  
Wisconsin Department of Health Services  
(608) 266-8579

CESA# contact person

### Education and Training

Local hospital infection control manager:

Local public health agency:

Rachel Gallagher, School Nursing and Health Services Consultant  
Student Services/Prevention and Wellness Team  
Wisconsin Department of Public Instruction  
(608) 266-8857

Dave Reason  
Safety and Buildings  
Wisconsin Department of Commerce  
(608) 266-2780

### Infectious Waste Disposal

Local waste disposal service company:

Local hospital:

Local public health agency:

Medical Waste Coordinator  
Wisconsin Department of Natural Resources  
(608) 266-2111

### Internet Resources

Centers for Disease Control (CDC):

General site: <http://www.cdc.gov>

Hepatitis B Virus (HBV): <http://www.cdc.gov/hepatitis/HBV.htm>

Hepatitis C Virus (HCV): <http://www.cdc.gov/hepatitis/HCV.htm>

Occupational Safety and Health Administration (OSHA):

General site: <http://www.osha.gov>

OSHA Regulations & Compliance links: <http://www.osha.gov/compliance-links.html>

Federal Register: <http://www.gpoaccess.gov/nara/index.html>

Wisconsin Statutes: <http://www.legis.state.wi.us/>

