

SUBJECT: EXPOSURE CONTROL PROGRAM**Bloodborne Pathogen Exposure Control**

The administration will develop guidelines describing a Bloodborne pathogen exposure control program. These guidelines will include:

- a) A listing of employees who are reasonably anticipated to have occupational exposure to blood or other potentially infectious body fluids.
- b) Written Standard Operating Procedures (SOPs) for all employees identified above, giving specific attention to those tasks that require protective equipment to be worn.
- c) All materials and protective equipment necessary to implement and sustain an effective Exposure Control Program in the school environment will be provided.
- d) Designate a qualified person to coordinate, implement and provide education and training for all occupationally exposed employees. In many situations, that person would be the school nurse.
- e) Support on-going continuing education for the designated individual who is responsible for employee education/training.
- f) Provide education/training for all occupationally exposed school staff before potential exposure to blood/body fluids.
 1. Initial training of all employees.
 2. Training must include all necessary elements as described in the Federal Regulations (29 CFR 910.1030)
 3. Each employee must receive annual training.
- g) Have a written procedure of accountability for compliance with the Exposure Control Program.
- h) Review the program, training, implementation, etc. on an annual basis.
- i) Maintain employee education/training records that include date of training, summary of content, names and social security numbers of all persons in attendance. Maintain for three (3) years.
- j) Provide copies of SOPs to all occupationally exposed employees, post SOPs pertinent to each department in visible area.

(Continued)

POLICY

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Non-Instructional/Business
Operations

SUBJECT: EXPOSURE CONTROL PROGRAM (Cont'd.)

- k) Store, package, label and transport regulated medical waste according to regulations.
- l) Complete NYS Department of Environmental Conservation (DEC) regulation Medical Waste Forms on an annual basis where applicable.
- m) Provide medical counseling information to occupationally exposed staff who are involved in a blood/body fluid exposure incident.
- n) Document each incident of blood/body fluid exposure with follow-up measures taken. Maintain for duration of employment plus 30 years.
- o) Make available free, voluntary HBV vaccination to those employees whose job descriptions put them at a reasonably anticipated risk of occupational exposure.

U.S. Department of Labor
OSHA Instructional CPL2-244B

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