



BLOODBORNE PATHOGEN EXPOSURE CONTROL PROGRAM

Purpose, Objective & Scope

- **Purpose:** Fulfilling the requirements of CFR 29 1910.1030 and MN Chapter 182 5206.0600
- **Objective:** The AirCorps Aviation objective is to provide an BBP exposure control program that will eliminate or minimize occupational exposure to bloodborne pathogens or other possibly infectious material.
- **Scope:** This program pertains to employees who may voluntarily choose or are required to come to the aid of a fellow injured employee and have been trained to understand the importance of PPE, decontamination, and incident reporting requirements when assisting an injured employee.

Responsibility

- **Safety Manager**
 - Approves Company Bloodborne Pathogens Program
 - Understands the purpose, objectives and scope of the company Bloodborne Pathogens Program.
 - Requires all employees complete annual training.
 - Communicates with managers of new employees requiring training.
- **Manager**
 - Understands the purpose, objectives and scope of the company Bloodborne Pathogens Program.
 - Communicate program goals to employees.
 - Periodically inspect first aid kits for BBP exposure control PPE.
 - Reviews all accidents involving an "Exposure Incident" ([BBP Exposure Report 01-20-03-04.8-QS](#))
 - In the event of an exposure incident to BBP or other possibly infectious material, complete the first report of injury, enter on OSHA 300 log and arrange for immediate employee post exposure medical evaluation.
- **Employee**
 - Understands the purpose, objectives and scope of the company Bloodborne Pathogens Program.
 - Alerts manager of an employee injury that involves blood or bodily fluids.
 - Always use universal precautions in all situations where exposure to blood or bodily fluid or other possibly infectious material is possible
 - Wear appropriate PPE when helping an injured employee.
 - Annually complete Bloodborne Pathogens Program training.

BBP Policy

- This Program will be made accessible to all employees and any regulatory official upon request.
- This program will be reviewed and updated at least annually.

- Our Company requires all employees, who choose to render first aid, use universal precautions in all situations where exposure to blood, bodily fluid, or other possibly infectious material is possible.
- First aid kits will be supplied by the company.
- The kits will be equipped with disposable exam gloves, eye protection and dust masks to be used if rendering first aid to a coworker.
- PPE is provided at no cost to the employee. PPE provided in a first aid kit or BBP Kit will be considered appropriate only if it does not allow blood or other potentially infectious bodily fluid to pass through to the employees work-clothes/skin, eyes, mouth, or other mucous membranes.
- Washing amenities and or antiseptic cleaners with clean cloths or paper towels will be provided.
- Employees will wash their skin with soap and water immediately after PPE is removed, or as soon as possible.
- Blood or bodily fluid contaminated work surfaces, workspaces and or equipment are to be cleaned and decontaminated with an appropriate disinfectant as soon as possible after completion of emergency procedures.
- Broken glass contaminated with blood or bodily fluid must be removed with mechanical means such as a brush and dustpan, tongs, or forceps.
- In the event of a work-related exposure incident to BBP or other possibly infectious material the BBP Exposure Report 01-20-03-04.8-QS is to be filled out and included with the first report of injury form and accident investigation form.
- In the event of a work-related exposure incident to BBP or other possibly infectious material, a post exposure evaluation and follow-up exam is to be made immediately available at no cost to the employee. Identification of the source individual and testing of the source individual's blood will be included in this evaluation and follow-up exam. The results of the source individual's blood test are to be made available to the exposed employee as soon as the results are known.
- Employees that render first aid to an injured employee but are not required by their job classifications/titles to administer first aid in such situations, the Company will make the Hepatitis B Vaccination series available at no cost immediately after a work-related exposure incident to BBP or other possibly infectious material has occurred.
- AirCorps Aviation will provide the exposed employee with a copy of the accredited laboratory results and the health care professionals written opinion within fifteen days of the completion of the evaluation.
- CFR 29 1910.151 states that workplaces in close proximity to a clinic or hospital are not required to train employees to render first aid as local city and county 911 emergency services are provided.
- No employee has been identified as an employee that must come to the aid of an injured employee as part of their job classification. Employee actions to assist an injured employee are viewed as strictly voluntary.

Communication of Hazards

- **Labels:** AirCorps Aviation will affix warning labels to containers used to hold, transport, or ship blood or other possibly infectious material. These labels are to be fluorescent orange or orange red in color. Red bags or red containers with the biohazard symbol may be substituted for labels.

- **Training**

- Training is to be conducted annually, at no cost to the employee. Non-designated employees training will consist of bloodborne pathogens highlights, precautions, and the review of the company exposure control program.
- The Training will include:
 - The location of the company exposure control program and an explanation of its contents.
 - A general explanation of symptoms of bloodborne diseases.
 - The modes of transmission of known bloodborne pathogens.
 - The methods to recognize the tasks, procedures and job classifications that are likely to involve exposure to blood or bodily fluid or other possibly infectious material.
 - The means and methods to control exposure to BBP including engineering controls, work practices, response procedure, and required PPE.
 - Proper selection, use, location, removal, handling, decontamination, disposal and types of PPE.
 - Procedure to follow and person to contact in an emergency involving exposure to blood or bodily fluid or other possibly infectious material.
 - Description and location of warning labels for containers used to hold, transport, or ship blood or other possibly infectious material.
 - Post exposure evaluation and follow up required for employees with exposure to blood or bodily fluid or other possibly infectious material.
 - Discussion on the hepatitis B vaccination series. The benefits of vaccination and company policy on vaccination cost in the event of a work-related exposure incident.

Exposure Control Procedures

- Where there is a possibility of exposure to blood or bodily fluid or other possibly infectious material, the following procedures will be adhered to by any employee who volunteers or is designated to respond to emergencies requiring first aid assistance.
- Get a first aid kit and a BBP Kit.
- Always use universal precautions. Always assume that the injured person may be infected with a bloodborne disease and don all required personal protective equipment. This includes, at a minimum, exam gloves and eye protection. Use other PPE, such as goggles, face shield and apron as the situation requires.
- If the situation requires it, call 911 to dispatch emergency services to the location.
- Blood or any other potentially infectious material is to be placed into an appropriately labeled biohazard container which prevents leakage during handling, collection, storage, transport or shipping.
- With appropriate PPE being worn, disinfect contaminated work surfaces, workspaces and or equipment with a solution of bleach water(ten parts water to one part bleach).
- If sharps or broken glass are collected, they must be removed by mechanical means such as a broom and dustpan, tongs, or forceps after being disinfected.
- Place cleaning rags, towels and or mop heads into an appropriately labeled as biohazard container that will prevent leakage during handling, collection, storage, transport or shipping.

- Remove contaminated PPE and place it into an appropriately labeled biohazard container that will prevent leakage during handling, collection, storage, transport or shipping.
- Immediately wash all exposed skin with soap and water.
- If damage or leakage of the original container occurs, place the original container into a second container that will prevent leakage during handling, collection, storage, transport or shipping.
- If an exposure incident occurs, the company will perform the following actions.
 - **Injured, Source Individual**
 - Identify the injured, source individual. If the injured, source individual cannot be identified, either by lack of knowledge or due to state or local privacy laws, these facts must be documented.
 - As soon as possible seek the consent to test the injured (source) individual's blood for bloodborne pathogens.
 - Consent to perform a sample and test of the injured (source) individual's blood shall be coordinated through the evaluating physician.
 - If consent is not given, that fact must be documented. (Non-consent form)
 - If consent is given, that fact must be documented. (Consent form)
 - If consent is given the blood test must be conducted as soon as possible, and the results documented.
 - The evaluating physician shall report the test results to the exposed employee(s).
 - **Exposed Employee(s)**
 - The exposed employee(s) is/are to be informed of the availability of the confidential medical evaluation and follow-up exam. This medical evaluation can be completed through the company primary provider, local hospital or employee's personal physician.
 - A sample of the exposed employee's blood will be collected by the doctor, clinic, etc. as soon as possible, and consent to test the sample shall be sought. (Consent form)
 - If consent to sample exposed employee's blood is not given, the blood sample will be stored for ninety days under the care of the evaluating physician. The exposed employee will be required to sign a (non-consent form).
 - If during the ninety-day sample storage the exposed employee grants consent to test the sample (Consent form), the testing shall be done as soon as possible by the evaluating physician.
 - **Follow Up Exam and Treatment**
 - Additional post exposure follow up and treatment will be provided to the exposed employee(s), under the direction of the evaluating physician.

Record Keeping

- **Medical Records**
 - The Company will develop and maintain a record of each employee with a Bloodborne Pathogen exposure. The record will include the following:
 - Name and SSN of employee
 - Copy of the employee's hepatitis B Vaccination record to include the dates of the vaccination series and medical records that indicate the employee's ability to receive the vaccination.

- Copy of all doctor notes and medical records related to BBP exposure.
- Employee medical records are to be kept confidential and separate from personnel files. Records will not be disclosed without the employees written consent to any person except as required by law.
- **Training Records**
 - Training Records will include the following:
 - The dates of training.
 - Summary of training.
 - Name and qualifications of instructor.
 - Name and job title of all employees attending training.
 - Training records are to be kept for three years from the date of training.
- **Record Availability:**
 - The company will ensure all records required to be kept shall be made available upon request to regulatory officials for review.
- **Transfer of Training Records**
 - The company will comply with the requirements set forth in 29 CFR 1910.20(h) involving transfer of records.