



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: BLOODBORNE PATHOGENS EXPOSURE CONTROL PROGRAM

Number: ES-5.01.04
Approved: October 12, 2012
Cancels: Bloodborne Pathogens Exposure Control Program dated April 5, 2012
Originator: Human Resources
Review: October 12, 2017

I. PURPOSE AND SCOPE

This exposure control program has been established to minimize and prevent, when possible, Lake County Board of County Commissioners (BCC) employees' exposure to disease-causing microorganisms transmitted through human blood or other potentially infectious materials.

II. REFERENCES

- A. Lake County Workers' Compensation Program Procedure (ES-5.02.01)
- B. Employment Policies Manual, 10/1/11, 5.1 Safety Policy

III. APPLICABILITY

This procedure applies to employees of the BCC whose positions may cause them to have skin, eye, or mucous membrane contact with blood or other potentially infectious materials.

IV. PROCEDURES

A. Responsibilities

1. Employees will follow safe practices and report all exposure incidents to supervisor immediately.
2. Supervisors are responsible for ensuring the following:
 - a. Modeling and enforcing safe practices;

- b. Completing Bloodborne Pathogens Exposure Incident Form and Workers' Compensation report/form(s), which may be found on the Workers' Compensation section of the intranet and/or internet;
 - c. Directing employees to the County's authorized Healthcare Provider; and
 - d. Notifying Human Resources of the incident.
3. The County's authorized Healthcare Provider will provide the following confidential services:
- a. Evaluating exposure incident;
 - b. Arranging testing of employee and source individual, if not already known;
 - c. Coordinating with employee any and all follow-up testing (when applicable) to ensure employee's compliance at 6 weeks, 12 weeks, and 6 months testing intervals;
 - d. Notifying employee of all testing results;
 - e. Providing counseling;
 - f. Providing post-exposure treatment, if necessary; and
 - g. Evaluating reported illness.

B. Exposure Determination

Individual County departments are responsible for the determination of job positions that are required to follow this procedure. The determination will be based on the reasonableness to anticipate that an employee will have skin, eye, mucous membrane, or external body contact with blood or other potentially infectious materials as part of his/her job responsibilities.

C. Work Practice Controls

1. Universal Precautions

All blood or other potentially infectious materials will be handled as if contaminated by a bloodborne pathogen. A bloodborne pathogen is pathogenic microorganisms that are present in human blood and can cause disease in humans. In

circumstances when differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious materials.

2. Hand Washing and Other General Hygiene Measures

- a. Employees will wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment.
- b. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious material. Likewise, employees should not engage in any of these activities until proper washing with soap and water is performed.
- c. Employees will use practices to minimize splashing, spraying, and spattering during procedures involving blood or other potentially infectious materials.

3. Sharps Management

- a. Sharps are any objects that can penetrate the skin, including but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- b. Sharp containers are for single-use and are disposed of with the sharps inside. Contaminated sharps must be disposed of according to federal, state and local regulations. Used needles and other contaminated sharps must be placed in a puncture-resistant, leak-proof container that is closable and red in color or marked with a biohazard label.
- c. Contaminated sharps will be discarded as soon as possible after use in disposable sharps containers. Contaminated broken glass is also to be placed in disposable sharps containers. Employees will dispose of sharp containers at any County fire station.
- d. Employees will clean up broken glass that may be contaminated using mechanical means such as a brush and dustpan, tongs, or forceps. Employees will not pick up directly with the hands.
- e. Employees will not open, empty, or clean reusable containers (e.g., trash cans) manually or in any other manner which will expose employees to the risk of percutaneous injury. Employees will not reach by hand into a container that stores reusable contaminated sharps.

4. Personal Protective Equipment

- a. The County will provide employees with personal protective equipment at no cost. Supervisors are responsible to provide adequate personal protection equipment for employees.
- b. Employees will wear personal protective equipment when performing procedures in which exposure to the skin, eyes, mouth, or other mucous membranes is anticipated. The articles to be worn will depend on the expected exposure. Gloves face shields, masks, and eye protection will be made available. Employees are responsible to request new personal protective equipment when needed, and exercise proper care of issued personal protective equipment.
- c. All personal protective equipment should be removed before leaving the work area and placed in an assigned container for storage, washing, decontamination or disposal.
- d. If a garment is penetrated (soaked through) by blood or other potentially infectious material, the garment will be removed as soon as possible and placed in a designated container for disposal. Garments which only are lightly splashed or dripped on where the blood or other potentially infectious material have not soaked through, are to be removed as soon as possible and placed in an appropriate container for cleaning.
- e. Gloves will be worn when it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin or when handling or touching contaminated items or surfaces. Employees who have allergies to regular gloves may obtain hypoallergenic gloves.

Employees will replace gloves as soon as feasible when gloves are contaminated, torn, punctured, or when their ability to function as a barrier is compromised.

Employees will not wash or decontaminate single use gloves for re-use.

- f. Employees will wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin-length face shields whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be present.

- g. Employees will clean contaminated work surfaces with appropriate disinfectant after completing procedures and immediately or as soon as feasible when overtly contaminated or after any spill of blood or other potentially infectious material.

D. Hepatitis B Vaccination

1. Employees who have been identified as having a higher risk of exposure to bloodborne pathogens will be offered the Hepatitis B vaccination series at no cost to them. In addition, these employees will be offered post-exposure evaluation and follow-up at no cost should they experience an exposure incident on the job. This medical care will be performed by the County's Authorized Healthcare Provider.
2. The Hepatitis B Vaccination is a series of three injections. For maximum benefit from the vaccine, the second injection should be given within a seven (7) day period before or after due date (30 days following the first injection). In the event the employee does not take the initiative to have the second injection from 30 to 60 days following the first injection, the series must be restarted and the employee will be required to pay the cost of the injection(s).
3. The vaccination series will not be made available to employees who have previously received the complete Hepatitis B vaccination series or to any employee for whom the vaccine is medically a risk.
4. An employee who is required to obtain the Hepatitis B vaccine, but chooses not to, will be required to sign a declination statement. Should an employee decline the Hepatitis B vaccination but later change his/her mind and wish to have the injections, the County will proceed with the vaccination series at no cost to the employee.

E. Reporting and Treatment of Exposure Incidents

- a. Exposure incidents occur when an employees' skin, eye, or mucous membrane is exposed to blood or other potentially infectious materials.
- b. In the event of an exposure incident, the exposed employee must immediately cleanse the exposed skin surface with soap and water or flush the exposed eye or mucous membranes with water for a minimum of fifteen (15) minutes.
- c. The exposed employee must then immediately report the exposure incident to his/her supervisor.
- d. The employee and the supervisor must complete the Bloodborne Pathogens Exposure Incident Form and Workers' Compensation report/form(s), found on the Workers Compensation webpage on the intranet and/or internet.

- e. The employee's supervisor should send the employee to the County's authorized Healthcare Provider. If the injury/illness occurred after the Healthcare Provider's hours of operation, the employee should obtain medical treatment at the nearest urgent care facility/hospital.

F. Employee Training

Supervisors or their designee will train employees regarding bloodborne pathogens at the time of initial assignment to job positions where exposure may occur. Additional training will be provided whenever there are changes in tasks or procedures that affect employee's occupational exposure.

G. Recordkeeping Procedures

1. Exposure records will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation.
2. Exposure and training records will be maintained by Human Resources.

V. **RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.



David C. Heath
County Manager
Lake County