

Required Action

Review the names of each of these employees and determine whether their job tasks place them at occupational risk of exposure to blood

Category C Employees

This category represents employees who generally do not have occupational exposure to blood and OPIM.

Required Action

After identifying employees in Category A and B on each page, all other employees will default to Category C once the page has been Confirmed.

LOGGING ON TO BBPCT

Using a School Leader-level network access, you can log on to BBPCT at:
<http://nycboe.net/applications/bbp>

To log in, type:
Central\your Outlook ID), then your
(Outlook Password) at the log-in prompt or pop-up.

Log In Trouble? See *Compliance Information for SESA's* brochure.

Helpful Tips for BBPCT

- Once you log on to BBPCT, click *Identify at-Risk Employees and Training Roster* from the Blue tabs on the left side of the screen. Click *Search* to see your school's information.
- The *Summary Bar* at the top of this page, shows the exposure determination status of all employees.
- The *Categorization Confirmed* Column shows whether the employees has been assigned to a risk category. If this column says *NO*, then the employee needs to be assigned to a risk category and confirmed.
- Be certain to review your list of employees frequently as mid-year hires will need to be confirmed. Full compliance is achieved when all employees have been assigned.
- Employees may be listed on several pages. You must click *Confirm This Page* to save your work for each page.
- The *Current Status* column shows the individual status of each employee.
- You can view each employee's BBP Status History - exposure category, email notifications, training, and vaccination records - by double clicking on the employee's last name.

Office of Occupational Safety and Health
65 Court Street, Room 706
Brooklyn, NY 11201
718-935-2895
www.schools.nyc.gov/offices/DHR/OSH

A SESA's Guide to Employee Exposure Determination



Bloodborne Pathogens Standard
29 CFR 1910.1030

This guide has been created to help Site Employee Safety Administrators (SESAs) to correctly identify and categorize employees who are at occupational risk of exposure to blood and other potentially infectious materials (OPIM).

Employee Exposure Determination

As you preview the *Identify at Risk* section of the Bloodborne Pathogens Compliance Tool (BBPCT), you will notice that employees names on your school's Table of Organization' has been generated. This list will be updated daily. You now need to assign all employees into a risk category of A, B or C.

Employees with occupational risk include those who may be expected to incur occupational exposure to blood or other potentially infectious materials regardless of frequency. These are categories A or B.

All District 75 employees are considered as having risk.

Regardless of their job titles, employees in risk categories A or B, ***must routinely perform or be expected to perform at least one*** work related task.

Category A Employees

Job classifications in which ALL employees may be expected to incur occupational exposure to blood or other potentially infectious materials regardless of frequency.

Regardless of their job title, employees in this ***category must routinely perform or be expected to perform at least one of*** the following work related tasks:

Work Related Tasks

- Routine health care
- Administering bathroom care – changing diapers/sanitary napkins
- Designated CPR/First Aid Responders
- Designated Automated External Defibrillator (AED) Responders
- Epi-pen Applicators
- Collecting and storing regulated medical waste
- Student Restraint

Examples of Category A Employees

- School Nurses
- School Aides who work with the developmentally disabled
- Health Aides
- Health Paras
- Occupational Therapists
- Speech Therapists
- Physical Therapists
- Lifeguards
- All District 75 Employees

Employees in this category will be trained annually and offered the Hepatitis B vaccine.

Required Action

Identify employees with highest risk by selecting Category A from the drop down list for each employee in this category. Press the *Confirm this Page* Button to save your work on each page.

Category B Employees

Job classifications in which SOME employees may have exposure to blood and OPIM during the performance of their normal job duties. For example, a school may have 10 Deans; however, only 2 may be performing job tasks that result in occupational exposures, i.e. retraining students. The remaining 8 should be placed in Category C, which represents employees with no risk or occupational exposure to blood or OPIM.

Regardless of their job title, employees in this category must ***routinely perform or be expected to perform at least one*** of the following work related tasks:

Work Related Tasks

- Student Restraint
- Responding to physical/violent confrontations
- Cleaning up potentially infectious body fluids

Examples of Category B Employees

- Principals/Assistant Principals/Deans
- Laboratory Teachers
- School Food and Nutrition Kitchen Staff

Employees in this category will be trained annually and offered the Hepatitis B vaccine.