

6. **PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Disposable gloves and other protective equipment must be provided to employees at no cost. PPE must be specific to the task being performed. Please ensure that an adequate supply of gloves in varying sizes is available. The NYCDOE is a latex free agency.

7. **HOUSEKEEPING**

All surfaces contaminated with blood or OPIM must be decontaminated with a bleach solution or EPA approved disinfectant. A cleaning schedule must be posted in medical and change rooms. In consultation with the School Custodian, you/SESA will be able to develop a cleaning schedule specific to your school using the prompts in BBPCT. Please ensure that Safety Data Sheets (SDS) for the cleaning solutions used in your school are available to employees. Check the compliance date for this point.

8. **POST EXPOSURE FOLLOW-UP**

Employees who have been exposed to blood, OPIM, or needle sticks must be offered the opportunity to receive medical attention free of charge. Employees can receive medical evaluation and follow-up at a Health and Hospitals Corporation (HHC) facility at no cost. Employees will be reimbursed for unpaid medical expenses if they choose to see a private physician. For each exposure incident, an Exposure Incident Package or a Sharps Injury Package must be completed. SESAs must record all exposures in BBPCT. Refer to the Resource section of BBPCT, *Post Exposure Incident Information Sheet* for more information.

9. **RECORDKEEPING**

Medical records must be kept on site for the length of employment plus 40 years and training records for 3 years. The BBPCT keeps records of employee training and vaccination, vaccine acceptance and declination, all email notifications as well as non-responsive employees. Records must be made available to representatives from PESH and the employee representative with the employee's consent.

Employee Exposure Determination

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

All District 75 employees are considered as having risk.

Regardless of their job titles, employees in risk categories, must routinely perform or be expected to perform at least one of the following 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
- Crisis intervention
- Cleaning up blood and body fluids

Refer to the Resource Section of BBPCT, *A SESA's Guide to Employee Exposure Determination*.

The ideal SESA must:

- Have administrative authority
- Be accessible during work hours
- Have school leader-level network access
- Have knowledge of staff and assignments

Help

- Technology Help Desk: 718-935-5100
- GALAXY Help: 718-935-4444
- Group Training: (718) 935-2895
- OOSH: 718-935-2895

This brochure is intended to communicate basic regulatory requirements on OSHA's Bloodborne Pathogens Standard cited as 29 CFR 1910.1030 and not to be considered medical or legal advice.



Department of
Education

Dennis M. Walcott, Chancellor



Bloodborne Pathogens Standard
29 CFR 1910.1030

Compliance Information

For

Principals

Office of Occupational Safety and Health
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Brooklyn, NY 11201
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schools.nyc.gov/offices/DHR/OSH

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BLOODBORNE PATHOGENS are pathogenic microorganisms present in human blood and can cause such diseases as HIV/AIDS, Hepatitis B and Hepatitis C, Syphilis and Malaria.

Bloodborne pathogens are spread when infected blood or other body fluids contaminated with blood gets into the bloodstream of an uninfected person. Examples include: bites, cuts or openings into the skin, puncture wounds from sharp objects, providing first aid, and splashes of contaminated fluids into the eyes, nose or mouth.

Regulation Summary

PURPOSE: To prevent the transmission of bloodborne pathogen diseases within potentially exposed workplace occupations.

LAW IN EFFECT: This law has been in effect since 1992.

WHO IS COVERED: All NYCDOE employees whose job tasks bring them into routine contact with blood and other potentially infectious materials.

WHAT IS REQUIRED: The NYCDOE is required to develop a written Exposure Control Plan; identify employees who are at risk; ensure that universal precautions are practiced; provide disposable gloves and other personal protective equipment; provide prompt evaluation and treatment to workers who have a needle stick or other exposure to blood; provide Hepatitis B vaccinations to workers who are exposed to blood; train at-risk employees each year on bloodborne diseases, and adequately dispose of medical waste.

WHO IS RESPONSIBLE: Principals must ensure that their schools comply with this regulation. The Site Employee Safety Administrator (SESA) is key to school compliance. This person functions on behalf of the principal to ensure that the school is compliant.

WHO ENFORCES THE LAW: The New York State Department of Labor, Public Employee Safety and Health Bureau (PESH). Penalties may be levied on sites found not compliant.

The Federal government published this standard in 1991 in response to the significant health risks associated with occupational exposure to blood and other potentially infectious materials. Reduced workplace risk leads to a safer and healthier workplace. In support, the NYCDOE evaluates its Principals on their compliance with this mandate. See the Principals' Weekly for compliance dates.

Steps to Compliance

- 1. APPOINT A SITE EMPLOYEE SAFETY ADMINISTRATOR (SESA)**
The SESA coordinates the Bloodborne Pathogens program on your behalf and functions as the school's point-of-contact. For that reason, it is preferable that an administrative level person i.e. (Assistant Principal) be selected. SESA selection is done in GALAXY. You may elect to maintain or change last year's SESA. After selection, your SESA(s) will receive a notification email. Check your Principal's Weekly for the compliance date for this point.
- 2. CONDUCT EMPLOYEE EXPOSURE DETERMINATION** GALAXY populates BBPCT with employees listed on your school's Table of Organization. You/your SESA will need to perform exposure determination for each employee by assigning them to a risk category. BBPCT has pop-ups to help you understand these categories. For more information, refer to the Resource section of the BBPCT, *A SESA's Guide to Employee Exposure Determination*. Full compliance means all employees, including mid-year hires have been placed into a risk category.
- 3. TRAIN HIGH RISK EMPLOYEES** Once at-risk employees have been confirmed, they will receive a notification email with a link for web-based training. Employees will need access to a computer for this training and

they must be released to take the 1-hour training session during normal work hours. Schools may also conduct group training. SESAs must then update the training status of employees in BBPCT. New employees with occupational risk must be trained and offered the vaccine within 10 days of assignment.

- 4. COMPLETE THE EXPOSURE PLAN** This plan explains how the NYCDOE will comply with the mandate. The plan is available in the Resource Section of the BBPCT. Employees must be able to access the plan during work hours. The plan is made specific to your school, when you/SESA complete the prompts provided in the BBPCT. You will be asked to provide location information of the written plan, personal protective equipment, Sharps Injury Log and Medical Waste Kits. Please print this one page report and post it on your Health and Safety Bulletin Board. Check the compliance date for this action.
- 5. PROVIDE HEPATITIS B VACCINATIONS** After training, eligible employees will be emailed a vaccine offer which they may accept or decline. Employees must indicate their acceptance or declination. In BBPCT, SESAs can view which employees have not complied. The 3-part vaccination series will be scheduled by OOSH at a neighboring school site. Those wishing to discontinue the vaccination series or change their decisions must contact OOSH as early as possible. (continued...)

The Bloodborne Pathogens Compliance Tool (BBPCT)

The BBPCT is an interactive database which tracks the school's compliance status with the Bloodborne Pathogens Standard. Principals and SESAs can perform employee exposure determination, track the training and vaccination status of at-risk employees. BBPCT will generate automatic email notification to employees and keep the required records. Schools can customize their Cleaning schedules and Site Specific Plans, and record exposure incidents. Principals and SESAs can instantly see the status of at-risk employees. The Resource Section also contains informational brochures and posters.

With a School Leader-level network access, you/your SESA 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.