

employee training and vaccination, vaccine acceptance and declination, all email notification as well as non-responsive employees. You will be able to print these reports for your school. Records must be made available to representatives from PESH and the employee representative with the employee's consent. Post exposure records must be kept at the school.

## EMPLOYEES WITH OCCUPATIONAL RISK TO BLOODBORNE PATHOGENS

Employees with occupational exposure to blood and other potentially infectious materials have risk of contracting bloodborne pathogens diseases. These employees must receive specialized training and be offered the hepatitis B vaccine free of charge during work hours. Some of these employees include:

### ALL EMPLOYEES AT RISK OF EXPOSURE

These employees are listed in Category A

- School Nurses
- School Aides who work with the developmentally disabled
- Health Aides
- Designated CPR/First Aid Responders
- Designated Automated External Defibrillator (AED) Responders
- Epi-pen Applicators
- Health Paras
- Crisis Intervention Team
- All District 75 employees
- Occupational Therapists
- Speech Therapists
- Physical Therapists
- Lifeguards
- Custodial Cleaners
- Education Facilities Officers

### SOME EMPLOYEES AT RISK OF EXPOSURE

These employees are listed in Category B

- Principals/Assistant Principals/Deans
- Skilled Trades employees
- Custodians
- Adaptive Physical Education Teachers
- Laboratory Teachers
- Custodial Employees
- Physical Education Teachers
- School Food and Nutrition Kitchen Staff

Site Employee Safety Administrators (SESAs) will be supported by Health & Safety Coordinators from the Office of Occupational Safety and Health. Staff will be available via telephone to answer questions during employee training, provide overall guidance, arrange vaccination clinics, and provide support during post-exposure incidents.

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



Joel Klein  
Chancellor

## Bloodborne Pathogens Standard 29 CFR 1910.1030

# Compliance Information Sheet



Principals



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**BLOODBORNE PATHOGENS** are pathogenic micro-organisms present in human blood and can cause disease such as HIV/AIDS, Hepatitis B (HBV) and Hepatitis C (HCV), 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 gloves; aprons and other 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 Office of Occupational Safety and Health has developed a compliance program, relevant materials and is available for support.

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

## UPDATES FOR SCHOOL YEAR 2009—2010

The Bloodborne Pathogens Compliance Tool (BBPCT) has been developed to make compliance easier. This sophisticated interactive database will simplify the employee exposure determination process and relieve schools of the burden of tracking the training and vaccination status of at-risk employees. Schools will no longer have to provide bloodborne pathogens training as these employees will now

receive training via a web-based format. The BBPCT will generate automatic email notification to employees and keep the required records. Principals will be able to instantly see the status of at-risk employees. Employees with post-exposure incidents can now seek medical attention at one of the Health and Hospitals Corporations medical centers free of cost.

## 9 STEPS TO SCHOOL COMPLIANCE

- 1. APPOINT A SITE EMPLOYEE SAFETY ADMINISTRATOR (SESA)**  
This person coordinates the Bloodborne Pathogens program on behalf of the principal and functions as the point-of-contact for the school. You should select an administrative level person i.e. Assistant Principal. Upon selection, the SESA will receive an email notification of a 3 hour Web based training session.
- 2. CONDUCT EMPLOYEE EXPOSURE DETERMINATION** GALAXY will automatically generate in BBPCT a list of at-risk employees based on their job titles. The SESA will be required to confirm these persons as well as edit the list. See the reverse for a list of employees in these categories.
- 3. COMPLETE THE EXPOSURE PLAN** A generic plan can be downloaded from the resource section in the BBPCT. The plan is made site specific when the SESA completes the prompts from the BBPCT. A site specific summary report must be posted on the Health and Safety Bulletin Board.
- 4. TRAIN HIGH RISK EMPLOYEES** At-risk employees who have been identified by the SESA will receive an email notification of the 1 hour web-based training session. Employees must be released to take this training, and will need access to a computer. New employees must be trained and vaccinated within 10 days of assignment. Returning employees must be trained at the earliest opportunity.
- 5. PROVIDE HEPATITIS B VACCINATIONS** Once training is com-

pleted, employees will be offered the hepatitis B vaccine via email invitation. The vaccines are free and administered at selected schools during work hours. Representatives from the Office of Occupational Safety and Health will work with your SESA to schedule vaccination clinics.

- 6. PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE)**  
Gloves, aprons and sleeves must be provided to employees at no cost.
- 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,. Following the prompts in the BBPCT, your SESA will be able to develop a cleaning schedule for your school.
- 8. POST EXPOSURE FOLLOW-UP** Employees who have been exposed to blood, other potentially infectious materials or needle sticks must be offered the opportunity to seek medical attention free of charge. They may decline. Employees can now receive medical evaluation at a Health and Hospitals Corporation facility. Refer to the Post Exposure Incident Information Sheet.
- 9. RECORDKEEPING** The BBPCT will keep records of