

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 will be able to easily develop a cleaning schedule specific to your school. The BBPCT will provide prompts for cleaning frequency and names of cleaning solutions. Please ensure that Material Safety Data Sheets (MSDS) for the cleaning solutions used in your school are available to employees.

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 now receive a medical evaluation and follow-up at a Health and Hospitals Corporation facility at no cost. For each post-exposure incident, an Exposure Incident Package or a Sharps Injury Package, if a contaminated sharp object was involved must be completed. Refer to the *Post Exposure Incident Information Sheet* for more information. These items are in the Resource section in the BBPCT.

9. **RECORDKEEPING** Medical records must be kept on site for the length of employment plus 40 years and training records must be kept for 3 years. The BBPCT will keep records of employee training and vaccination, vaccine acceptance and declination, all email notifications as well as non-responsive employees. You will be able to print these reports for your school. Post Exposure Incidents records must be kept at your school. Records must be made available to representatives from PESH and the employee representative with the employee's consent.

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

## EMPLOYEES WITH OCCUPATIONAL RISK

Employees performing tasks with the potential for exposure to bloodborne pathogens 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

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.

## Bloodborne Pathogens Standard 29 CFR 1910.1030

# Compliance Information Sheet



Site Employee Safety  
Administrators (SESAs)



**BLOODBORNE PATHOGENS** are pathogenic micro-organisms present in human blood and can cause diseases such 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 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.

**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.

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.

## 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 re-

ceive training via a web-based format. The BBPCT will generate automatic email notification to employees and keep the required records. Principals/SESAs 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 COMPLIANCE

1. **TAKE THE 1-HOUR WEB BASED TRAINING** You should have already received an email with a link for your training session. This session is designed to provide information about employee rights and employer responsibilities. It will also provide information about the BBPCT and how to make it work for your school.
2. **CONDUCT EMPLOYEE EXPOSURE DETERMINATION** GALAXY will automatically generate in BBPCT a list of at-risk employees based on job titles. See the reverse. You will be required to confirm the identification of these employees as having occupational risk, as well as add persons whose tasks (not job titles) provide occupational exposure to blood and other potentially infectious materials (OPIM). For more information, refer to the Resource section of the BBPCT, *A SESA's Guide to Employee Exposure Determination*.
3. **TRAIN HIGH RISK EMPLOYEES** Once you have confirmed the names of these employees, the BBPCT will send an email notifying them that they are identified as at-risk for bloodborne pathogens exposure and now need specialized training. Employees must be released to take the 1-hour web-based training session. New employees must be trained and vaccinated within 10 days of assignment, and returning employees, at the earliest opportunity. Employees will need access to a computer for this training.
4. **COMPLETE THE EXPOSURE PLAN** A generic plan is available in the Resource Section of the BBPCT, *Exposure Control*

*Plan.* The plan explains how the NYCDOE will comply with the mandate. Employees must be able to access the plan during work hours. A copy can be found at [www.schools.nyc.gov/offices/DHR/OSH](http://www.schools.nyc.gov/offices/DHR/OSH). The plan is made specific to your school, when you complete the prompts provided by 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 where all safety and health information is posted.

5. **PROVIDE HEPATITIS B VACCINATIONS** Once training is complete, employees will be emailed a vaccine offer which they may accept or decline. The 3-part vaccine will be administered by medical consultants at selected schools. For a population of 25 persons or more, a vaccination clinic can be arranged at your school. The BBPCT will generate employee vaccination records.
6. **PROVIDE PERSONAL PROTECTIVE EQUIPMENT (PPE)** Gloves, aprons and sleeves 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 and types are available. Remember, latex may cause allergies in some people; therefore, an alternative should be made available.