

or change their decisions must contact OOSH as early as possible.

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. Check the compliance date for this task. In consultation with the School Custodian, you will be able to develop a cleaning schedule using BBPCT. Please ensure that Safety Data Sheets (SDS) 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 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. BBPCT keeps records of employee training, vaccinations, 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.

## The Bloodborne Pathogens Compliance Tool (BBPCT)

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

SESAs with School Leader-level network access can link to the BBPCT at: <http://nycboe.net/applications/bbp>

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

### Unable to Log on to BBPCT?

- Has your Principal selected you as a SESA in GALAXY?
- Do you have School Leader-level network access? Don't Know? Contact the Technology Help Desk.
- Are you logged in (computer) under your own ID?
- Make sure the link does not have www before the address. It begins with http://
- Did you type Central\ before entering your Outlook ID?
- If you do not get a log-in prompt or you get an Unauthorized User message, check your Internet settings: Tools: Internet Options: Security: Select Local Intranet. Click Custom Level: at the bottom select Prompt for username and password. Close the browser window and open a new browser window and try again.

### Help

- Technology Help Desk: 718-935-5100
- GALAXY Help: 718-935-4444
- Group Training: 718-935-2895
- OOSH: 718-935-2895
- Email: [BBPquestions@schools.nyc.gov](mailto:BBPquestions@schools.nyc.gov)



Department of  
Education

Dennis M. Walcott, Chancellor



Bloodborne Pathogens Standard  
29 CFR 1910.1030

Compliance Information  
for  
Site Employee Safety  
Administrators (SESAs)

Office of Occupational Safety and Health  
65 Court Street, Room 706  
Brooklyn, NY 11201  
Tel: 718-935-2319

September 2013

**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 at-risk; 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). Fines may be levied on sites found not compliant.

# Site Employee Safety Administrator (SESA)

The SESA functions on behalf of the principal to ensure school compliance.. Principals are being graded on this requirement and compliance dates will be posted in the Principals' Weekly. The Bloodborne Pathogens Compliance Tool (BBPCT) is a tracking data base which assists with school compliance.

## Steps to Compliance

- 1. TAKE THE 1-HOUR WEB BASED TRAINING** This session provides information about bloodborne pathogens, employee rights, employer responsibilities, as well as how to make BBPCT work for your school.
- 2. CONDUCT EMPLOYEE EXPOSURE DETERMINATION** GALAXY populates BBPCT with employees listed on your school's Table of Organization. You will need to perform an exposure assessment for each employee by assigning them to a risk category —A, B or C. BBPCT will help you decide on 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 about their risk and a link for the 1-hour mandatory web-based training. They will need access to a computer for this training and training must take place during normal work hours. Schools can also conduct group training. In this case, SESAs must update employees' training status in BBPCT. New employees with occupational risk must be trained and offered the vaccine within 10 days of assignment.
- 4. COMPLETE THE EXPOSURE PLAN** The plan explains how the NYCDOE will comply with the mandate. A generic plan is available in the Resource Section of BBPCT. Employees must be able to access the plan during work hours. 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 site specific summary report and post it on your Health and Safety Bulletin Board where all safety and health information is posted. Check the compliance date for this action.
- 5. PROVIDE HEPATITIS B VACCINATIONS** After training, eligible employees will be emailed a vaccine offer. 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. Those wishing to discontinue the vaccination series (*continued...*)

## 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 at-risk work related task.

For more information on risk categories, refer to the Resource Section of BBPCT, *A SESA's Guide to Employee Exposure Determination*.