Bloodborne Pathogens/Hazard Communication Right-To-Know

I. Training

a. Designate a Site Administrator/Site Safety Officer for each site with two or more classes. The Site Administrator oversees Bloodborne Pathogens and the Site Safety Officer oversees Hazard Communication Right-to-Know. The Principal can appoint one person to serve as a dual role or assign one person for each.
b. Site Administrator/Site Safety Officer is trained by OOSH (annually).
c. Site Administrator/Site Safety Officer does turn-key training for all staff in schools (this training must be done within the first 10 days that school starts in September and within the first 10 days of a new employees start date during the school year). This is also an annual training.
d. Staff members sign attendance sheet during training
e. Employees are offered the Hepatitis B Vaccine
f. Employees fill out the Employee Notification Form (last 4 digits of social security number must be on the form), if employees refuses the vaccine they must fill out the Declination form
g. A copy of the employee notification form for staff requesting the 1st vaccine is faxed or mailed to Joan Boreland along with a list of employees needing the 2nd or 3rd vaccine. The last 4 digits of social security number is required for all staff requesting to be vaccinated.

II. Bloodborne Pathogens Exposure Control Plan (Pink Book) and Hazard Communication Plan (Yellow Book)

a. Books must be site specific, meaning that all the blank boxes must be filled out, pages 1, 12, 21, 22, 24, 25, and 34 of the Pink Book. Pages 1, 10, 14, 17, 18, 26, and 27, of the yellow book.
b. Books must be made available to any employee who request to see it (each site must have a copy)
c. All necessary forms can be found in both books.
d. Appendix A of the pink book must be copied and sent with staff seeking medical attention after an exposure.

III. Health and Safety Bulletin Board

a. All sites must have a health and safety bulletin board designated for PESH related materials only and located in a place that is visible to all employees.
b. Bulletin Board must include the following materials:
    1. the Bloodborne Pathogens Standard 29 CFR 1910.1030 (pink paper)
    2. OOSH Bulletin on Bloodborne Pathogens Standard
    3. OOSH Bulletin on the Hazard Communication Standard
    4. The Right-to-Know /Hazard Communication Standard (yellow paper)
    5. You Have a Right to Know flyer (marigold paper)
    6. The Public Employees job safety and health protection poster.

c. No other items should be placed on this board, i.e. staff schedule, job posting, posting of special events in the school, etc.

IV. Hepatitis B Vaccine

a. All District 75 employees are in the exposure category.
b. Staff cannot be offered the Hepatitis B Vaccine if they did not attend the bloodborne pathogens training for the current year.
c. Vaccines are scheduled once the employee notification forms are submitted.
d. Schools with 25 or more employees requesting the vaccine will be used as a vaccine administration site.
e. Sites with fewer than 25 employees will be sent to other sites.
f. The vaccine is given in a series, the initial dose, 2nd dose 30 days after the first dose and the 3rd dose which is given 6 months after the first.

V. Exposure Incident Package

a. Employee Exposure Incident Report – 5 pages
    1. Part I – Filled out by Exposed Employee (Pages 1 & 2). Employee and Principal must sign & date page 2
    2. Part II – Filled out by Site Administrator (Page 3). Principal and Site Administrator must sign and date.
    3. Part III – To be filled out by Health Care Professional Designated to Counsel Exposed Employee (Page 4)
    4. Part IV – To be filled out by Exposed Employee's Medical Care Provider (Page 5)

b. Identification and Evaluation of Source Individual (Student) – 2 pages

This form is filled out by Site Administrator. The principal or designee (if principal is not available) is responsible for contacting the parent and informing them of the staff request for their child's medical information. Principal or designee will send form home to parent with all of the pertinent information filled out. The parent will forward the form to her child's pediatrician, who will then contact staff member's medical provider. The child's medical information should not be shared with anyone including the exposed staff. Information will only be shared between the two medical providers. ***This procedure is time sensitive; if employee is exposed and the parent approves to have their child tested the employee's doctor must have this information within 48 hours so that the appropriate medication can be given if needed.***

    1. Part A is completed by and signed by site administrator (Page 1)
    2. Part B is filled out by Site Administrator & source individual's medical provider (Page 2)

c. Employee's Follow-up Record – 2 pages
    1. Part A is completed by exposed employee (Page 1)
    2. Part B is completed by medical provider (Page 2)
    3. both pages are to be faxed to OOSH and to Joan Boreland

d. Exposure Incident Report Log – Filled out by Site Administrator (1 Page)

1. Use this form to log Exposure Incident Reports
2. The completed form is to be forwarded to OOSH at the end of each calendar year.

VI. Sharps Injury Package

a. Sharps Injury Report – 5 pages
    1. Part I - Completed by exposed employee (Pages 1 & 2)
    2. Part II – Completed by Site Administrator (Page 3)
    3. Part III – Completed by Health Care Professional designated to counsel exposed employee (Page 4)
    4. Part IV – Completed by exposed employee medical care provider (Page 5).
    5. Part I & II must be submitted to OOSH and to Joan Boreland.
b. Identification and Evaluation of Source Individual (If known) (2 Pages)
    1. Part A is completed by and signed by site administrator. (Page 1)
    2. Part B is filled out by Site Administrator & Source Individual's medical provider. (Page 2)
c. Employee's Exposure Follow-up Record – 2 pages
    1. Part A is completed by exposed employee.
    2. Part B is completed by medical provider.
    3. Both pages are faxed to OOSH and to Joan Boreland.
d. Sharps Injury Log – Completed by Site Administrator (1 Page)

VII. Nurses Role

a. First aid

VIII. SH900, 900.1 and 900.2

a. SH900-Log of Work-Related Injuries and Illnesses – Logs must be retained for a 5-year period.
    1. Employers must record each fatality, injury or illness that:
        - Is work-related, and
        - Is a new case, and
        - Meets one or more of the criteria
    2. General Recording Criteria- an injury or illness is recordable if it results in one or more of the following:
        - Death
        - Days away from work
        - Restricted work activity
        - Transfer to another job
        - Medical treatment beyond first aid
        - Loss of consciousness
        - Significant injury or illness diagnosed by a Physician or a licensed Health Care Professional (PLHCP)

b. SH900.1 – Summary of Work Related Injuries and Illnesses provides data that allows employers to calculate incidence rates.
    1. According to the PESH recordkeeping rule, 12 NYCRR Part 801, this form must be maintained for five (5) calendar years. This form should not be updated.
    2. A copy of this form must be posted at each establishment from February 1, through April 30, of the year subsequent to the year the record is for. In the event that there were no injuries or illnesses during the recorded year, zeros must be entered in the appropriate boxes, and the form must be posted for the specified timeframe.

c. SH900.2 – Injury and Illness Report
    1. The SH900.2 includes specifics about how the injury or illness occurred. The recording officer and the injured employee or his/her designee should fill out this form.
    2. This form contains information concerning employee health, and must be maintained in a manner that protects the confidentiality of employees to the extent possible, while providing the necessary occupational safety and health information. This form should be filled out within 7 calendar days after receipt of information that a recordable work-related injury of illness has occurred.
    3. This form must be maintained for five (5) calendar years after the year it records. This form should not be updated or be posted.

IX. Cleaning Schedule
a. All sites that do diapering must have a posted cleaning schedule in changing area.
b. Examination table paper should be on changing tables.
c. Disinfectant wipes should be in changing area.

X. PPE (Personal Protective Equipment)
PPE must be located in an area where employees can have full access. **Staff must be informed that PPE should not be worn continuously during the day and that it is only used for tasks that may expose them to BBP or other potentially infectious materials.**
a. Gloves – should be provided in all sizes
b. Aprons – used depending on the exposure risk
c. Sleeves – used depending on the exposure risk