Concurrence and Approval

This Environmental Management System Document was developed for use by all Tarleton State University Employees and has been reviewed and approved by the following approvers.

Document Custodian:
Hector C. Davis, Environmental Health and Safety Coordinator
<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Interim Change No.</th>
<th>Effective Date</th>
<th>Description of Change</th>
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<tr>
<td>001</td>
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<td>Annual review per DSHS requirements</td>
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<td>Departmental review to confirm compliance with current operations</td>
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1. GENERAL

Protecting students, employees, and visitors against exposure to bloodborne pathogens such as Human Immunodeficiency Virus (HIV) and Hepatitis B (Hep B) is a challenge faced by Tarleton State University. It is not a problem isolated to medical and healthcare environments. It is faced by anyone who might find themselves providing first aid for a bleeding wound or who is responsible for the cleanup and disposal of blood spills. Blood exposure risk has become so widespread in daily life, Occupational Safety and Health Administration (OSHA) standards have been enacted to specifically define the regulations employers and employees must follow to protect individuals who might routinely be exposed to blood and other body fluids as part of their job. The OSHA standard has detailed ways that the employee and employer can work together to substantially reduce the risk of contracting a bloodborne disease on the job.

2. PURPOSE

This program sets forth the recommended minimum protective requirements for minimizing workplace bloodborne pathogen exposure and maximizing worker safety.

3. SCOPE

The Bloodborne Pathogen Program information, guidelines and procedures are applicable to all Tarleton State University employees with the potential for blood risk exposure.

4. RESPONSIBILITIES

These procedures are intended to represent minimum protective steps that are required from Tarleton State University and employees. All departments affected by these directives will function differently and have different needs and goals. Additional measures may be instituted at the departmental level to cover specific tasks. Each department requiring additional bloodborne pathogen training will decide who will receive training. The Department of Risk Management and Compliance will provide a general training program for all employees, and upon request, will assist in specific departmental training.

Any pregnant students, or students planning to become pregnant, should consult their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to their immediate supervisor as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional modifications are necessary. While the university cannot mandate that the student notify it that she is pregnant or is planning to become pregnant, the university strongly recommends that
students do provide notification so appropriate steps can be taken to ensure the health of both parent and child. To communicate health circumstances or to request additional information, please contact Tarleton’s Title IX Coordinator within the Department of Employee Services at x9128.

5. DEFINITIONS

a. **Sharps** – any object that can be reasonably anticipated to penetrate the skin or other part of the body and result in an infectious exposure incident. Examples: needles, scalpels, lancets, or broken glass. All contaminated sharps and infectious waste must be placed in puncture resistant biohazardous waste containers. Refer to the Biohazardous Waste Program for more information on sharps disposal.

b. **Engineering Controls** - physical or mechanical systems provided to eliminate hazards at their source. These would include providing handwashing facilities, eye stations, sharps containers, waste containers, and biohazard labels in designated locations.

c. **Work Practice Controls** - specific procedures to be followed to reduce exposure to bloodborne pathogens or infectious materials.

d. **Personal Protective Equipment** - equipment that protects from contact with potentially infectious materials will be provided at no cost to the employee. The type of protective equipment depends on the degree of exposure and could include: gloves, mask, eye shield, gown, shoe covers, cap, and CPR microshield.

6. BLOODBORNE DISEASES

Bloodborne pathogens (BBP) are microorganisms present in blood which cause serious disease. It may not be possible to identify those infected with a transmittable blood disease. The two most significant bloodborne diseases are the Human Immunodeficiency Virus (HIV) and Hepatitis B (Hep B).

a. Hep B virus is more persistent than HIV and is able to survive for at least one week in dried blood on environmental surfaces. However, HIV will not survive for more than a few minutes when exposed to room temperature air, and will usually die within seconds.

b. A teaspoon of infected blood may contain over one billion Hep B particles, while a teaspoon of infected HIV blood contains about 15 HIV particles.

c. Hep B virus usually has mild symptoms which makes diagnosis difficult. HIV infections usually are not diagnosed for years and symptoms may not appear for many months or years.
d. Hep B can be prevented with a vaccine. At the present time there is no preventive vaccine for HIV.

e. No cure is presently available for Hep B or HIV.

f. HIV attacks the body’s immune system, causing the disease known as Acquired Immune Deficiency Syndrome (AIDS). Hepatitis B (HBV) causes inflammation of the liver and serious damage leading to cirrhosis and probable death.

7. WORKPLACE TRANSMISSION

Professions at risk of exposure include all which require contact with someone bleeding or responsible for the cleanup of blood and other infectious materials. At Tarleton State University, these would include physicians and nurses (health center), police officers, first responders, lab employees, athletic trainers, maintenance, and environmental services workers.

Bloodborne pathogens may be present in blood, semen, saliva, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, any body fluid visibly contaminated with blood, and any unidentifiable body fluid. Bloodborne pathogens can enter the body and cause infection by an accidental injury with a sharps object contaminated with infectious materials such as needles, glass, or anything which can pierce, puncture, or cut skin. Transmission may also occur by transferring the infectious material to the mouth, eyes, nose, or open skin. If you administer first aid to an injured person in the workplace and there is a potential for contacting any body fluids, you should adhere to the following "universal precaution" guidelines:

a. Wear impervious gloves when there is a chance of exposure to blood or body fluids.

b. Wear a face shield to protect your entire face, and safety goggles to provide the most complete eye protection.

c. Use barrier devices when performing cardiopulmonary resuscitation (CPR).

d. Report all BBP exposures, or potential exposures to your supervisor immediately.

e. Immediately wash your hands and affected areas with soap and warm water.

f. Flush your eyes, nose or other mucous membrane areas with water, if exposed.

g. Wash down areas which body fluids may have been contacted with the use of a mild solution of household water and bleach (10:1).

8. EXPOSURE CONTROL PLAN

The purpose of the Exposure Control Plan is to eliminate workplace exposure to contaminated blood and other infectious body fluids at Tarleton State University.

a. Bloodborne Pathogen (BBP) Training

A very general and broad based training program is required for all applicable
employees. Training will be assigned within the first 30 days of employment. Supervisors shall ensure that no employee will be assigned high exposure duty until training is completed.

The following classifications require annual BBP training:

i. Health Center (applicable faculty and staff)
ii. Nursing (applicable faculty and staff)
iii. Campus Law Enforcement (departmental staff)
iv. Health and Physical Education (applicable faculty and staff)
v. Athletic Training/Sports Medicine (departmental staff)
vi. Biology, Chemistry, other sciences (departmental staff)
vii. Recreational Sports (departmental staff)
viii. Housing and Residence Life Maintenance (applicable faculty and staff)
ix. Athletics Staff (applicable faculty and staff)
x. Farm Employees (applicable faculty and staff)

b. HBV Vaccination
Vaccinations for Hepatitis B will be provided by Tarleton State University for employees such as health center personnel, police officers, medical first responders and athletic trainers. If the employee chooses to reject the vaccination, they must sign the Hepatitis B Vaccine Declination Form, refer to Appendix B.

c. Universal Precautions
Universal Precautions will be followed which state that all human blood and certain body fluids are considered to be infectious with HIV, HBV, or other bloodborne pathogens regardless of the perceived status of the source.

d. Work Practice Procedures
Handwashing is required following contact with contaminated materials or surfaces. Do not eat, drink, smoke, apply cosmetics, or handle contact lenses where occupational exposure is possible. Clean all equipment and surfaces as soon as possible after contact with potentially infectious materials with appropriate cleaning equipment and solutions. Place contaminated sharps and infectious waste in a designated container. All hazardous waste will be disposed of by a medical waste management company. All personal protective equipment should be removed prior to leaving the contaminated area and disposed of in a biohazard waste container.

e. Accidental Exposure
In the event of an accidental exposure, report the incident to the immediate supervisor. The report should include how, where, and when the incident occurred. Provide any and all information and include what type of infectious material was contacted and/or whose blood was contacted. This report should be
filed with the Department of Risk Management and Compliance (see Appendix A- BBP Accident Report). Medical evaluation, tests, treatment, and counseling will be provided if desired.

REFERENCES


TSU Biohazardous Waste Program
Appendix A

Bloodborne Pathogen (BBP)
Accident Report
Bloodborne Pathogen (BBP) Accident Report

Name of person exposed to BBP:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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Sex  M ☐  F ☐

Age   Date of Birth  /  /  

Address: ____________________________________________

Home ph#: ___________________________ Work ph#: ___________________________

Name of person whose blood contacted:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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Sex  M ☐  F ☐

Age   Date of Birth  /  /  

Address: ____________________________________________

Home ph#: ___________________________ Work ph#: ___________________________

Incident: ____________________________________________

Location of Incident: ____________________________________________

REMARKS: ____________________________________________

*FORWARD this completed form to the Department of Risk Management and Compliance.*
Appendix B

Hepatitis B Vaccine Declination Form
Hepatitis B Vaccination Form

You have the right to request or decline the hepatitis B (HBV) vaccination series. You should have already received training on the risks and prevention of occupational exposure to bloodborne pathogens, including HBV, and had an opportunity to ask questions. If you have not completed the training, please do so before filling out this form. If you have received the training:

1. Select Option A, B or C below, and fill in your name, employee ID/UIN number, and date.
2. Print and sign the completed form and send it to your institution’s hepatitis B immunization contact person.

Option A – Accept the Vaccination

REQUEST TO RECEIVE HEPATITIS B VACCINE

I have been informed of the biological hazards that exist in my workplace, and I understand the risks of exposure to blood or other potentially infectious materials involved with my job. I understand that I may be at risk of acquiring hepatitis B virus (HBV) infection. I acknowledge that I have been provided information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration and the benefits of being vaccinated. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself. I request to receive the vaccination series.

Employee’s Name (printed)  Employee’s signature  Employee ID no.  Date (mm/dd/yyyy)

Option B – Already Immunized

STATEMENT OF CURRENT IMMUNIZATION

I attest that I have already been immunized against hepatitis B virus (HBV) infection.

Employee’s Name (printed)  Employee’s signature  Employee ID no.  Date (mm/dd/yyyy)

Option C – Decline to be Immunized

HEPATITIS B VACCINE – DECLINATION STATEMENT

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccine at this time. I understand that, by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

All of my questions regarding the risk of acquiring hepatitis B virus, and the hepatitis B virus vaccination process, have been answered to my satisfaction.

Employee’s Name (printed)  Employee’s signature  Employee ID no.  Date (mm/dd/yyyy)