

Bloodborne/Secretional Exposure Control Plan
Ontario Ear, Nose, and Throat
2449 SW Fourth Avenue #106
Ontario, OR 97914

Plan prepared by: Patrick M. Plummer, MD / Joan Bentz,
RN

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Exposure Determination List (5 May 92)

This list of jobs and procedures is based on risks incurred at this facility without the use of personal exposure protection equipment.

In the following job classifications in this facility, all employees may have contact with blood or other potentially infectious materials:

- **Physicians**
- **Nurses**

In the following job classifications in this facility, **some** employees may **occasionally** have contact with blood or other potentially infectious materials:

- **Receptionist**
- **Transcriptionist**
- **Office Manager**
- **Audiologists**
- **Housekeeping Staff**

In the following procedures performed in this facility occupational exposures can occur:

- **Patient Exams**
- **Aspirations**
- **Inoculations/Allergy Injections**
- **Blood Samples**
- **Incision and Drainage**

- **Control of Nasal Hemorrhage**
- **Biopsy of the various tissues of the head and neck**
- **Lesion excision in the various tissues of the head and neck**
- **Care of wounds**
- **Dressing Changes**
- **Tracheotomy Care**
- **Disposal of Regulated Waste**

Work Practice Controls (6 July 92)

The following Work Practice Controls are in place at this facility (fill in dates of compliance for each item):

_____ **Handwashing** is required in this facility, and employees have been instructed in this procedure, and know where facilities are located.

_____ **Recapping of sharps** and bending and breaking of needles is prohibited in this facility. Employees have been trained in these procedures. If needle recapping must be done, it is done with a one handed scoop (passive recapping) or a recapping device is used.

_____ **Disposal of sharps:** After use, all sharps are placed in appropriate receptacles for reprocessing or disposal. The containers meet the requirements as outlined in the OSHA Regulations for Engineering Controls.

_____ Blood and other potentially infectious materials are handled with care in this facility. Employees have been trained in these procedures.

_____ **Eating, drinking, smoking, applying cosmetics, and handling contact lenses** is prohibited in this facility in work areas where there is any risk of occupational exposure. Employees have been informed of this rule.

_____ **Storage of food and drink** is prohibited in places where other potentially infectious materials are kept. This applies to refrigerators, shelves, cabinets, countertops, and benchtops. Employees have been informed of this rule.

_____ **Leakproof containers** are used for all specimens in this facility. See Engineering Controls for specific details.

_____ **Equipment** that may become contaminated is inspected for blood or other potentially infectious materials on a regular basis and decontaminated if necessary. Examination rooms to be inspected and decontaminated as necessary after every patient clinic day. Exam equipment is thoroughly cleaned and decontaminated daily and as needed. Suction pumps and associated accessories to be inspected every two - four

weeks as needed and decontaminated as necessary.

_____ **Equipment** is also inspected before it is repaired or shipped and decontaminated if necessary. If it cannot be decontaminated before repair or shipment, staff has been instructed to label the site(s) of contamination clearly.

_____ **Sharps containers** in this facility are puncture- and leak-proof. Staff has been instructed to close the containers when they are moved to prevent spillage.

_____ **Closable, leakproof containers** with the appropriate color coding or labeling are available in the event that the sharps containers appear to be leaking.

_____ **Closable, leakproof containers** with the appropriate coding or labeling are available for all other regulated waste such as disposable gloves or bloodied bandages.

Engineering Controls (6 July 92)

The following Engineering Controls are in place in this facility:

_____ **Handwashing facilities** are available for staff use at all times at the following locations: employee restrooms, each examination room and the laboratory. Also available in the main lobby are the public restrooms.

_____ **Leakproof, puncture-resistant sharps containers**, with appropriate labels or color coding, are available at the following sites: the laboratory, each examination room, and the allergy work area. These containers are under surveillance while patients are present in the clinic.

Container type used:

_____ All reusable sharps disposal containers are designed to be emptied without risk to the person emptying them.

_____ **Specimens of blood** or other potentially infectious materials are kept in leak-proof containers during collection, handling, and storage. Types of storage containers used include screwtop pathology specimen containers, sealable culture tubes, sealed serum tubes, ziplock plastic bags, special packing for mailed specimens.

Other:

_____ When packages that contain blood or other potentially infectious materials are shipped, a **biohazard label** is affixed to the outside of the package.

_____ **Other regulated waste** within this facility, including used gloves, soiled laundry, bandages, gauze, disposable ear speculums, cotton applicators, etc. is kept in closed containers that can hold all contents without leakage during handling, storage, and transport, and is color coded or labeled. It is disposed of in the following manner:

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Type of containers used:

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_____ The Engineering Controls outlined above are inspected and maintained on a monthly basis.

___JAN ___FEB ___MAR ___APR ___MAY ___JUN

___JUL ___AUG ___SEP ___OCT ___NOV ___DEC

Personal Protective Equipment (6 July 92)

The following Personal Protective Equipment are available in this facility free of charge:

_____ **Disposable gloves**, in appropriate sizes, are available for all workers at-risk of exposure, for use at their discretion, in each examination room and in the laboratory area. They are required in this facility when an employee is involved in any at-risk situation or activity; for example, blood drawing, biopsies, incision and drainage, and endoscopy.

_____ **Hypoallergenic gloves or glove liners** are available to workers allergic to regular gloves in the same locations as the other disposable gloves. (These items currently not used due to no at-risk employees having glove allergies, but will be provided to any employee that requires them as the need arises.)

_____ **Utility gloves** are available for all housekeeping and other staff beneath the sink in the laboratory area in this facility. They are checked for cracks and other imperfections before each use and replaced as necessary. They are used when personnel are cleaning exam rooms and the laboratory area.

_____ **Face/Eye Protection** is required in this facility when an employee is involved in any at-risk situation or activity; for example, blood drawing, biopsies, incision and drainage, and endoscopy. The types of protection to be used are face masks and eye protection- either in the form of glasses with solid side shields or goggles.

_____ **Protective body clothing** is required in this facility when an employee is involved in any at-risk situation or activity; for example, blood drawing, biopsies, incision and drainage, and endoscopy. Disposable gowns will be used in these situations and are kept in the laboratory area. **Protective footwear or headwear** is not required at this facility unless an unusual situation presents itself; such as any type of skin integrity loss in these areas. In these cases, surgical caps and shoe covers would be provided as necessary.

_____ **Respiratory/Resuscitation equipment** is required in this facility because of the slight risk of anaphylaxis with immunotherapy and risk of airway obstruction in certain head and neck disease states. Resuscitation bags and disposable oral airways as well as a resuscitation kit containing the commonly needed pharmacologic agents are available in the laboratory area. The face masks to be used with the AmbuBag and the AmbuBag itself will be decontaminated or replaced as necessary after each use. The resuscitation kit to be kept up to date as the drugs it contains expire. Epi-Pens™ are available in the laboratory area.

Housekeeping (6 July 92)

Fill in the dates of compliance for each item below. The following

Housekeeping procedures are in place at this facility:

_____ A written schedule for cleaning and decontaminating work sites is attached.

_____ Employees are responsible for ensuring that equipment and/or surfaces are cleaned with an appropriate disinfectant and decontaminated immediately after a spill or leakage occurs and at the end of the workshift

_____ Employees have been instructed to clean reusable receptacles with a reasonable likelihood for becoming contaminated with an appropriate disinfectant and replace protective coverings for surfaces and equipment after contamination or at the end of the workshift.

_____ **Broken glass:** Staff has been instructed to never pick up by hand any broken glassware that may be contaminated. A brush, dust pan, forceps and/or tongs is available for picking up broken glassware that may be contaminated.

The implements used for these purposes are cleaned and decontaminated if the glass container held any hazardous material.

_____ **Sharps containers** in this facility are closable and puncture- and leak-proof.

___ Staff has been instructed **not to overfill** the containers

___ Staff has been instructed to **close the container** when they are moved to prevent spillage.

___ **Closable, leak-proof containers** with the appropriate color coding or labeling are available in the event that the sharps containers appear to be leaking.

___ **Closable, leak-proof containers** with the appropriate color coding or labeling are available for all other regulated waste such as disposable gloves or bloodied bandages.

_____ **Reusable sharps** that are contaminated with blood or other infectious materials are stored and processed in a way that does not require employees to reach, by hand, into the containers where these sharps have been placed. Reusable sharps are, in general, not used in this office.

_____ **Laundry:** Color coded or labeled bags or containers are available where the clothing is used to store them prior to cleaning. Soiled laundry is sorted and rinsed off-site. Staff has been instructed to handle contaminated laundry as little as possible. In general, this office does not have laundry that requires special handling.

_____ **Laundry** is shipped to _____
for cleaning. The containers used for shipping are appropriately labeled or
color coded.

_____ **Contaminated laundry** which is wet and presents a
reasonable likelihood of soak-through or leakage from the bag or container
is stored and transported in bags or containers which prevent soak-through
and/or leakage of fluids to the exterior.

_____ **Protective gloves** are used by all workers who have contact with contaminated laundry; other protective equipment is available as required.

Hepatitis B Vaccine

The following employees have been offered the hepatitis B vaccine free of charge:

Name	Date
_____	_____
_____	_____
_____	_____

Fill in the date of compliance and the required information in the spaces provided.

_____ An evaluation of the exempt status of workers was made by **Patrick M. Plummer, MD**, a licensed health care professional.

_____ A written opinion submitted by the above evaluators is included in the confidential medical records for each employee.

_____ At-risk employees who declined the hepatitis B vaccine have signed a copy of the OSHA's hepatitis B vaccine declination . A copy is included in their confidential medical record.

Postexposure Evaluation and Followup

In the event of an exposure incident, the following procedures are followed in this facility.

_____ (date) A written report of the exposure incident and circumstances is prepared by **Patrick M. Plummer, MD**, the facility exposure incident evaluator, as outlined in the following section on Exposure Incident Evaluations.

_____ The source individual is identified, where possible and not prohibited by state or local law.

_____ This facility is governed by the laws of the State of Oregon.

Other applicable governing bodies include: the **County of Malheur** and the **City of Ontario**.

_____ HIV and HBV blood testing of the source individual is required, unless source is known to be infected with HIV or HBV.

_____ The exposed employee is informed of source blood test results and of applicable laws governing disclosure of this information.

_____ A licensed physician or health care worker performs the evaluation and management and medical followup for the exposed employee at no cost to the employee.

_____ The exposed employee is offered blood collection and/or testing. The employee has the right to refuse either or both. However, if the exposed employee gives consent for blood collection but not for HIV testing, the blood is kept for 90 days, during which time the employee can choose to have the sample tested.

_____ Appropriate postexposure prophylaxis is offered to the exposed employee. These include immune globulin for hepatitis B. The recommendations of an evaluating physician who is familiar with the current CDC guidelines on postexposure prophylaxis treatment for HIV are followed in the event of HIV exposure.

_____ Counseling and evaluation of any reported illnesses is provided at no charge to the exposed employee.

_____ A written opinion by the evaluating health care professional stating that the exposed employee has been informed on the results of the evaluation and about any exposure-related conditions that will need further evaluation and treatment is included in the employee's confidential medical record.

_____ All required laboratory tests are done by an accredited laboratory at no cost to the employee.

Labels and Signs

_____ (date) This facility uses red color coding and/or biohazard labels to mark all hazardous items. If labels, a sample of the label is included in this plan.

_____ Hazardous items that are so marked include:

Sharp containers marked with red color coding and biohazard labels;

Refrigerators or freezers that hold potentially infectious materials are marked with red color coding and biohazard labels

Containers used to transport, ship or store potentially infectious materials, including US Postal Services such as Express Mail packages, UPS or Federal Express packages are marked with red color coding and biohazard labels.

Recordkeeping

Medical Records

_____ (date) Confidential medical records are kept for all employees with occupational exposure. They include:

Employee's name and social security number

Hepatitis B vaccination status (including dates of vaccinations, records relating to employee's ability to receive the vaccine and signed declination form, where applicable).

All information given to evaluating health care professional in the event of an exposure incident; and a copy of the evaluator's written opinion.

_____ The confidential medical records are kept for at least 30 years after the person leaves employment.

_____ Written permission from the employee is required for access to these medical records.

_____ Employee medical records are available upon request to the Assistant Secretary and the Director of OSHA.

_____ If this facility closes, it is understood that the employer must inform the Director at least three months before disposing of the records.

_____ The confidential medical records are kept at the following location:

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Training records

Records for the training of all workers at risk of occupational exposure are kept in this facility. These records include:

Dates of training session

Material covered

Names and qualifications of the trainers and name and job titles of the trainees.

_____ The records are kept for 3 years from the date of the training sessions.

_____ These records are available upon request to all employees or their representatives.

_____ Employee training records are available upon request to Assistant Secretary and the Director of OSHA.

_____ If this facility closes, it is understood that the employer must inform the Director of OSHA at least three months before disposing of the records.

Plan for Evaluation of Exposure Incidents

Contact for Exposure Incidents: **Patrick M. Plummer, MD**
 Steven Reich, MD
 Joan Bentz, RN

Facility Evaluator for Exposure Incidents: **Patrick M. Plummer, MD**

The following procedure for evaluation of exposure incidents are followed in this facility.

_____ (date) Written documentation is required for every exposure incident in this facility. The documentation includes:

Name of individual exposed

Name of source of exposure

Description of how the incident occurred

Date and time of incident

Written evaluation of exposure incident

_____ Written evaluation of exposure incidents include:

Suggestions for changes in facility procedures and

A record of how these changes are implemented for each incident.

_____ A copy of the exposure incident evaluation is placed in the exposed employee's medical record.