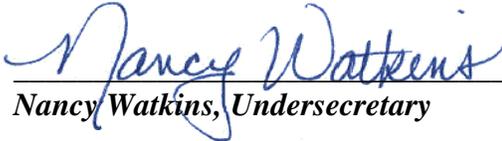


**PPM #52**

**Policy Name:** *Bloodborne Pathogens Program*

**Effective Date:** *October 31, 2018; October 29, 2019*

**Authorization:**

  
\_\_\_\_\_  
*Nancy Watkins, Undersecretary*

**I. POLICY**

The purpose of this program is to reduce or eliminate occupational exposure to blood and other potentially infectious materials to employees of the Office of the Lieutenant Governor (OLG) and the Department of Culture Recreation and Tourism (DCRT), and to emergency personnel. This exposure control plan can minimize or eliminate exposure through the use of protective equipment, training, clean up procedures and medical protocol involving post exposure evaluation.

**II. PROCEDURES**

- A. OLG/DCRT will use 911 (the Emergency Response System) to render medical attention when there is an excessive exposure to bodily fluids. In cases of minor cuts, the Certified First Aid/CPR Personnel or employees in the section may assist the injured person if it at all possible without actually coming into contact with the wound.
- B. All bodily fluids will be considered infectious regardless of the perceived status of the source individual. OLG/DCRT procedures for providing first aid and disinfecting contaminated areas will duplicate those developed and used by the health industry.
- C. In an effort to limit the potential for all employees' exposure to bloodborne pathogens, bloodborne pathogen information/training will be made available to all OLG/DCRT employees and Section Safety Managers. Additionally, all employees will be required to recertify through an on-line course every five years. The initial course should be completed within the first 90 days of hiring.

**III. PERSONAL PROTECTION EQUIPMENT**

Bodily Fluid Clean-Up Kits (Personal protective gear), also referred to as Spill Kits, will be located in each section with the First Aid Kit. Safety Managers are responsible for the maintenance of these protective items, and will replace items and kits as needed. The kits will contain:

- A. Disposable Gloves – which should be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, mucous membranes, and when handling or touching contaminated items or surfaces.
- B. Disposable Goggles, Face Mask, Apron and Shoe Covers – Will be worn whenever splashes, sprays, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- C. Clean-up Absorbent Pack – Sprinkle over the spill to solidify the blood and bodily fluids to assist in safer handling.
- D. Scoop and Scraper – Used to pick up the solidified blood and bodily fluids.
- E. Chlorine Concentrate – Use to clean contaminated surfaces. Follow instructions in the kits. (If necessary, substitute with 10/1 – bleach solution)
- F. Suitable Towelettes – Use the towelette to clean your hands.
- G. Biohazard Labeled Red Plastic Bags – All contaminated materials used in the treatment of injuries and the disinfecting and cleaning of the area are to be kept in a separate biohazard marked self-closing container with a biohazard marked plastic bay liner. These contaminated plastic bags will be sealed and handled only by trained personnel with latex rubber gloves and will be disposed of as required by law. The bags will be secured with no tears or leakage. Leaking and/or torn bags will be put into another intact plastic bag with biohazard markings.

#### **IV. PROCEDURE TO FOLLOW IF EXPOSED**

- A. Wash the exposed area with soap and water, then follow with suitable towelette.
- B. Report the incident immediately to your supervisor, Safety Manager, or the Safety Coordinator.
- C. An “Incident/Accident Investigation Form,” often referred to as a DA 2000, will be filed by the Safety Manager and an “Employer’s Report of Occupational Injury or Disease Form” will be completed by the Safety Manager, if necessary.
- D. In the event the injured is a visitor or client, a “Visitor/Client Accident Reporting Form”, often referred to as a DA 3000, will be filed by the Safety Manager and an “Employer’s Report of Occupational Injury or Disease Form” will be completed by the Safety Manager, if necessary.

- E. The Safety Manager will notify the Safety Coordinator that an employee is being sent for predetermined evaluation of the exposure. An exposed employee may seek the services of his or her own physician.
- F. Disposal of contaminated clothing, cleaning materials, sharps, and bodily fluids will be prearranged with a vendor capable of complying with all applicable regulations. Safety Managers should contact the Office of State Buildings in Baton Rouge at (225) 219-4800 or (225) 219-4820 to schedule proper cleanup and disposal.

## V. MEDICAL PROVISIONS

All OLG/DCRT employees, who have been identified as having exposure to blood or other potentially infectious materials during a situation, an emergency or non-emergency, will be offered the Hepatitis B Treatment at no cost to the employee. The employee may decline and sign a statement of refusal (see Form: Hepatitis B Vaccination – Employee Waiver). If any employee initially declines Hepatitis B Treatment, but at a later date decides to accept the vaccine, the vaccination shall then be made available at no cost to the employee. For employees who accept treatment, **the immunization series should be started as soon as possible, but in no event later than 24 hours.**

## VI. TRAINING

All employees will participate in a training program. The training shall be provided at least annually thereafter. The Safety Manager will schedule appropriate sessions within the guidelines of this policy.

## VII. RESPONSIBILITY

OLG/DCRT supports and stresses the importance of following the guidelines of the Bloodborne Pathogens Program.

### A. Safety Manager

1. Report, investigate and document all exposure incidents.
2. Request the purchase of Bodily Fluid Clean-Up Kit and maintain replacements.
3. Ensures that the training for all employees is provided at the time of initial employment. All OLG/DCRT employees must be trained at least once during the course of their employment.

B. The Appointing Authority of each agency shall designate a staff member to serve as the agency's Safety Coordinator, and will advise the Safety Manager of any changes. The head of any field office may designate an individual to be their Safety Coordinator. The assigned person's name and contact information should be posted in an area that is accessible only to field office personnel.

C. First Aid/CPR Personnel

1. Will use universal precautions in the treatment of all victims.
2. Will follow the guidelines on this instruction.
3. Will attend all training sessions.

**VIII. QUESTIONS**

Questions should be directed to the OLG/DCRT Safety Coordinator.

*Summary of Changes: Revised Waiver Form and references (10/29/2019) to include date of possible exposure.*

**Hepatitis B Vaccination – Employee Waiver**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Employee's Social Security Number

\_\_\_\_\_  
Date