

EXPOSURE CONTROL PLAN



County of Aroostook



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EXPOSURE CONTROL PLAN

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1. Questions with Exposure Control Plan and Training

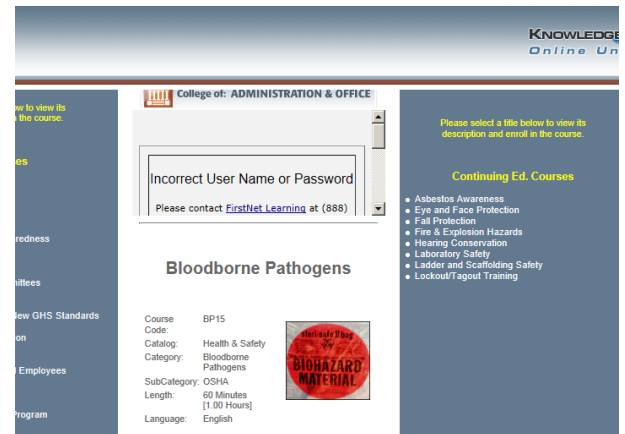
In the event of any questions about this plan, questions about Exposure Control Training and questions resulting from taking the Exposure Control Training Course: Questions may be directed to any of the following:

Human Resource Director
County Commissioners' Office
144 Sweden Street, STE 1
Caribou, Maine 04736
207-493-3318
christina@aroostook.me.us

Facilities & IT Director
County Commissioners' Office
144 Sweden Street, STE 1
Caribou, Maine 04736
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bryan.jandreau@aroostook.me.us

Maintenance Supervisor
Superior Court Building
26 Court Street
Houlton, Maine 04730
532-1509
dan@aroostook.me.us

Sheriff
Sheriff's Office Building
25 School Street
Houlton, Maine 04730
shawn.gillen@aroostook.me.us



Blood Borne Pathogens Training Course is located at:
<http://firstnetcampus.com/MMA/campus/courses.asp?F=home.asp>

2. Instructions for Training Courses

**Maine Municipal Association
Risk Management Services
Online Safety Training**

Step 1. Login to the website at:
www.memun.org/RMS/LC/default.htm

Step 2. Choose the online safety training link.

Step 3. If you are a new user, click on I AM A NEW USER button to create an account. You can create whatever user name and password you want, but write this information down in a safe place for future use!

Please note: please select "A" for Aroostook County Commissioners as the first letter of your municipality.

If you already have a user name and password, enter that information and hit submit.

Step 4. Please select the Administration and Office tab and select **Bloodborne Pathogens** and **Fire Prevention** on the left hand side of the screen for your online course.

Step 5. Complete the training and remember to take the quiz. The system will not recognize you as completed if you do not complete the quiz.

Step 6. When you have completed the quiz, exit out of the conclusion page. Click on Refresh Status and then Student Center. Select **Bloodborne Pathogens** and **Fire Prevention** and print certificates. Send certificates to the Human Resources in the Caribou office.

If you have any questions or technical difficulties with this training, please contact Christina Theriault at extension 310 or 493-3318. Thanks for your cooperation.

I. Statement of Purpose

This exposure control plan has been prepared to minimize or eliminate employee exposure to bloodborne pathogens. This plan was developed in accordance with the **OSHA "Occupational Exposure to Bloodborne Pathogens"**; Final Rule" contained in 29 CFR Part 1910.1030.

II. Definitions

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

II. Exposure Determination

The Standard requires that each organization assess whether or not employees are subject to occupational exposure to blood associated pathogenic microorganisms without regard to personal protective clothing and equipment.

The exposure determination is made by reviewing job classifications within the work environment, and listing exposures into two (2) groups. The first group includes job classifications in which all of the employees have occupational exposure, such as Corrections Officers, Deputy Sheriffs, Cooks and Transport Officers who have a greater risk than most other jobs of occupational exposure. Where all employees have occupational exposure, it is not necessary to list specific work tasks. The second group includes those classifications in which some of the employees have occupational exposure. Specific tasks and procedures causing occupational exposure must be listed.

JOB CLASSIFICATIONS
Correction Officers
Cooks
Deputy Sheriffs
Transport Aides
Custodians
Maintenance Workers
Maintenance Supervisor
Facilities & IT Director

SPECIFIC TASKS & PROCEDURES
Controlling inmates
Cuts, contact with inmates
Making arrests
Contact w/inmates
Cleaning up spills
Cleaning up spills
Cleaning up spills
Cleaning up spills

EXAMPLE

Maintenance Staff mop up spills that may contain potentially infectious materials.

Deputy Sheriffs may be spit at while making an arrest. The spit may contain potentially infectious materials and may enter into the Deputy's mucous membranes.

- Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact (i.e., needle stick) with blood or other potentially infectious materials that may result from the performance of an employee's duties.

III. Responsibilities

Supervisors are to ensure that the provisions of this plan are followed by all employees' with occupational exposure. This includes providing a copy of this exposure control plan to employees, enforcing compliance with this plan, ensuring new employees are properly trained, ensuring all employees attend an annual training session, and performing follow-up procedures for all exposure incidents.

Employees are to perform tasks and procedures in a manner that minimizes or eliminates employee exposure and perform duties as established in this exposure control plan and as trained.

The County of Aroostook provides the OSHA-mandated bloodborne pathogen information and training sessions at least annually to each employee with occupational exposure.

IV. Methods of Compliance

a. General/Universal Precautions

Universal Precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious materials.

b. Engineering and Work Practice Controls

Engineering and work practice controls are to be used to eliminate or minimize employee exposure for each task within the work area. Where occupational exposure remains after institution of these controls, personal protective equipment is used. Engineering controls are used where there is a reasonable likelihood of occupational exposure.

EXAMPLE

Employees with an occupational exposure should wear gloves and goggles when performing certain job duties like cleaning up spills that may spatter and get into the mucous membranes.

Engineering controls are examined and maintained or replaced on a regular schedule by the supervisor and employee to ensure their effectiveness.

The following minimum requirements are followed:

Hands are washed immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Following contact with blood or other potentially infectious materials, hands or any other skin will be washed with soap and water. Mucous membranes are flushed with water. List the locations of hand washing facilities.

Caribou Facility: Antibacterial/alcohol based dispenser in lower level janitor room, hallway entry and one in the Sheriff's office

Houlton Facility: Antibacterial/alcohol based dispensers are located near every duty desk at the jail facility and all bathrooms and in the kitchen.

Fort Kent Facility: Antibacterial/alcohol based dispenser in the second floor restroom and first floor hallway.

The Maintenance department will ensure eye washing stations are maintained on a regular basis and checked on a regular basis.

When hand washing facilities are not available, the supervisor will provide antiseptic hand cleanser and paper towels or antiseptic towelettes. Hands are washed with soap and water as soon as feasible.

Food and drink are prohibited from areas where blood or other potentially infectious materials are present.

Equipment and/or clothing that have been contaminated with blood or other potentially infectious materials are put into a clearly marked Universal Biohazard bag. The bags are located in Caribou, lower level janitorial closet; Fort Kent, 1st Floor Storage Room In Houlton bags are stored in the maintenance workshop of the Superior Court Building and in the second floor kitchen of the Sheriff's Office

Building. Under a certain weight the bags are disposed of through the recycling contract with Tri-Community. Over a certain weight the Caribou Maintenance Department has an agreement with Cary Medical Center and we can take the bags to their facility to be disposed of through their Bio Disposal program. Houlton disposal in coordinated with Houlton Regional Hospital.

c. Personal Protective Equipment (PPE)

Personal protective equipment is provided by the supervisor, at no cost to the employee, when there is a chance of occupational exposure.

Appropriate personal protective equipment may consist of, but is not limited to, gloves, masks, eye protection, and pocket masks, or other ventilation devices. PPE is considered appropriate if it does not permit blood or other potentially infectious material to pass through to the employee's work clothes, street clothes or undergarments, skin, eyes, or other mucous membranes under normal working conditions and for the duration of time that PPE shall be used. All personal protective equipment is to be readily accessible and in the appropriate sizes. It is the employee's responsibility, when there is occupational exposure, to use the appropriate personal protective equipment.

EXAMPLE

Employees will wear hard hats that are provided by the County of Aroostook when working in areas that may have a potential to have something fall on their heads.

Employees who work in areas that contain hand hazards are required to wear appropriate gloves.

Employees should contact their supervisors whenever PPE supplies are running low.

Personal protective garments that are contaminated are to be removed immediately, or as soon as feasible, and prior to leaving the work area. When removed, garments are to be bagged and placed in the appropriately designated containers for decontamination (autoclaving) and disposal.

EXAMPLE

Gloves that may be contaminated with blood or other potentially infectious materials should be removed immediately and placed into a biohazard bag to be removed from the facility.

Hypoallergenic gloves, glove liners, and similar alternatives are available to employees who have documented allergy to the gloves that are usually supplied to their work area.

EXAMPLE

Supervisors need to order gloves for employees who have potential occupational exposures. Deputies should have a box or boxes of gloves in patrol cars to be used as needed.

EXAMPLE

Gloves are worn when Deputies enter homes when they may be exposed to blood or any other potential exposure.

Gloves are worn by Maintenance staff when spills need to be cleaned up.

Disposable gloves are to be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Disposable gloves are not washed or decontaminated for re-use. Utility gloves (i.e., rubber household gloves) for housekeeping chores involving potential blood contact and for instrument cleaning and decontamination procedures can be used. Utility gloves may be decontaminated and reused, but should be discarded if they are peeling, cracked, or discolored, or if they have puncture, tears or other evidence of deterioration or their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, are worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

Appropriate protective clothing such as, but not limited to: gowns, aprons, or similar outer garments are worn in occupational exposure situations.

d. Housekeeping

The work site is maintained in a clean and sanitary condition according to a written schedule for cleaning and method(s) of decontamination. The schedule is based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

EXAMPLE

The maintenance staff in all office locations will ensure that all building areas are clean and in sanitary condition. Appropriate cleaning solutions are used by maintenance staff.

All equipment and working surfaces are to be cleaned and decontaminated after contact with blood or other potentially infectious materials. Contaminated work surfaces are to be decontaminated with an appropriate disinfectant after

completion of procedures, immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials and at the end of the work day.

Broken glassware will not be picked up directly with the hands. Mechanical means, such as tongs, forceps, or a dustpan will be utilized.

EXAMPLE

All workers have been advised that mechanical means such as; dustpans, floor brooms, yard brooms and shovels are to be used. The afore mentioned equipment is located in janitorial rooms and lawn and garden storage areas. In the event that the area around the broken glass is contaminated, then the area is to be flooded with a 1/20 dilution of bleach and allowed to stand for 10-15 minutes prior to clean up. Mechanical devices used in this application are to be decontaminated using the same method.

Regulated waste (Medical and Sharps) is to be placed in covered leak proof, labeled containers that are closed prior to removal. If outside contamination of the container occurs, it is placed in a second container which is also leakproof, labeled and closed prior to removal. In our Caribou office labels, containers and biohazard bags are located in the janitor closet and back room. In Houlton, the labels, containers and biohazard bags are located in the Nurse's office in the jail.

EXAMPLE

Depending upon the type of contamination facility area, surface or equipment an all-purpose alcohol-based disinfectant or a dilution of bleach and water (@1/20) is used for decontamination. Employees who perform decontamination procedures will wear gloves and other appropriate PPE.

EXAMPLE

Contaminated materials are to be bagged and placed in a leak proof, labeled, container at the location where it was used and will not be sorted or rinsed in the location of use. (All contaminated materials are disposed of; once contaminated materials are never re-used). Employees who have contact with contaminated materials will wear gloves and other appropriate PPE.

Contaminated laundry shipped off-site to another facility is placed in bags or containers labeled with the Universal Biohazard symbol.

e. Hepatitis B Vaccination & Post-Exposure Evaluation/Follow-Up

The County of Aroostook makes available the Hepatitis B Vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.

All medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are made available at no cost to the employee.

Hepatitis B Vaccination

Hepatitis B vaccination is made available to the employee after his or her attendance at a bloodborne pathogen training and information session, conducted by a representative for the County of Aroostook. The vaccine is made available to all employees with occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons, or the individual declines. The vaccine will be provided according to current recommendations of the U.S. Public Health Service. There is no current recommendation for booster doses.

All employees who decline to accept hepatitis B vaccination offered by the County of Aroostook will be required to sign a Hepatitis B Vaccine Declination form. If an employee decides to accept the vaccination at a later date, the County of Aroostook will make available hepatitis B vaccination at that time.

Declination forms are kept on file at the contracted Occupational Health Services Provider.

To receive the hepatitis B vaccine and vaccination series, contact your supervisor and he or she will make arrangements to contact the Occupational Health Services Provider.

Post-exposure Evaluation and Follow-up

The contracted Occupational Health Services facility will initiate a confidential medical evaluation and follow-up to an employee, following a report of an exposure incident. Employees with an exposure incident will report it to their supervisor who will then contact the Occupational Health Services provider.

For all exposure incidents, the route(s) of exposure and the circumstances under which the exposure incident occurred (to include details of the use or non-use of engineering controls, work practice controls or PPE) are documented. The source individual is identified and documented, unless identification is not feasible or prohibited by state or local law. After consent is obtained, the source individual's blood is tested for HBV and HIV status. If the exposed employee gives consent, a baseline blood sample is collected immediately following the incident with subsequent periodic samples taken at a later date. Results of the source individual's testing will be made available to the exposed employee and the employee will be informed of laws/regulations regarding the privacy rights of the source individual. The results of the source individual's blood test and employee's blood test are confidential and will be known only to the exposure Nurse/Physician and the exposed employee. Counseling and other features of

post exposure evaluation will be offered whether or not the employee elects to have baseline HIV/HBV serological testing.

f. Communication of Hazards to Employees

Information and Training

Supervisors are to ensure that employees with occupational exposure participate in a training program, provided at no cost to the employee. Employees are to complete training at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.

Training aides utilized may include videotapes, written materials and/or lecture.

Labels and Signs

Labeling requirements for waste, equipment, specimens, and laundry are listed in **Appendix K**. Labels are available from the maintenance department.

g. Record keeping

Training Records

Training records are kept by County of Aroostook for at least 3 years from the date on which the training occurred.

All training sessions are documented in writing, with records kept by contracted Occupational Health Services provider. The training record includes:

- dates of training sessions
- contents of training sessions
- names/qualifications of persons conducting training
- names/job titles of all persons attending training sessions

Medical Records

Confidential medical records for employees with occupational exposure are kept by the contracted Occupational Health Services provider for the duration of employment plus 30 years.

Medical records may include:

- employee's name and social security number
- employee's hepatitis B vaccination status including vaccination dates and any medical records related to the employee's ability to receive vaccinations
- results of examinations, medical testing, post-exposure evaluation and follow-up

procedures
health care professional's written opinion
a copy of the information provided to the health care professional

The contracted Occupational Health Services provider will ensure that employee medical records are kept confidential and are not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by this Standard and by law. (Medical records are retained and coordinated by the contracted Occupational Health Services Provider. Employee health records are maintained for the duration of employment plus 30 years.)

Appendix K-1 Biohazard Labels



Blood borne Pathogen Waste Biohazard

Date: _____

County of Aroostook

Building location: _____



Blood borne Pathogen Waste Biohazard

Date: _____

County of Aroostook

Building location: _____



Blood borne Pathogen Waste Biohazard

Date: _____

County of Aroostook

Building location: _____



Blood borne Pathogen Waste Biohazard

Date: _____

County of Aroostook

Building location: _____



Blood borne Pathogen Waste Biohazard

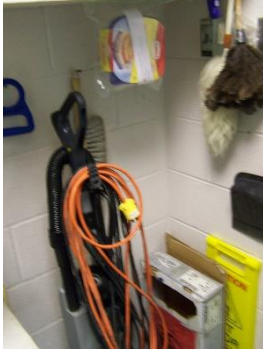
Date: _____

County of Aroostook

Building location: _____

Appendix K-2 Site Specific Biohazard Bags and containers site specific locations: (Packaging Materials)

Registry of Deeds Building, 22 Hall Street, Fort Kent, Maine 04743: packaging materials are located on the first floor in Room 16, Storage Room.



Caribou Courthouse, 144 Sweden Street, Caribou, Maine 04736: packaging materials are located on the lower level in Room 123 Janitors' Closet.

Emergency Management Agency 158 Street, Caribou, Maine 04736: Materials are located in Room 405, storage cabinet.



Sweden packaging Rest Room,



Sheriff's Office Building, 25 School Street, Houlton, Maine 04730: packaging materials are located in the second floor break room, Room D315.

Superior Court Building, 26 Court Street, Houlton, Maine 04736: packaging materials are located in the Maintenance Supervisor's office on the lower level, Room S104.



Aroostook County Jail, 15 Broadway, Houlton, Maine 04730: packaging materials are located in the Sargent's Office on the first floor Room 126.

Law Enforcement, Sheriff's Office, 25 School Street, Houlton, Maine 04730: packaging materials are located in the back of each vehicle.

Appendix K-3 Personal Protective Equipment (PPE) site specific locations

Registry of Deeds Building, 22 Hall Street, Fort Kent, Maine
PPE required for use with exposure control is located on the first floor in Room 16, Storage Room.

Caribou Courthouse, 144 Sweden Street, Caribou, Maine
PPE required for use with exposure control is located in the janitor's closet on the lower level, Room 123

Emergency Management Agency, 158 Sweden Street, Caribou, Maine
PPE required for use with exposure control is located in Room 405, Rest Room, storage cabinet.

Sheriff's Office Building, 25 School Street, Houlton, Maine
PPE required for use with exposure control is located in the second floor break room, Room D315.

Superior Court Building, 26 Court Street, Houlton, Maine
PPE required for use with exposure control is located in the Maintenance Supervisor's office on the lower level, Room S104.

Aroostook County Jail, 15 Broadway, Houlton, Maine
PPE required for use with exposure control is located in Sargent's Office on the first floor Room 126.

Law Enforcement, Sheriff's Department, 25 School Street, Houlton, Maine
PPE required for use with exposure control is located in the back of each patrol vehicle.

**Appendix K-4 Exposure Control Plan Interactive Discussion Confirmation
Page**

The supervisor and employee has engaged in an interactive discussion regarding exposure control that is site specific.

Employee signature

Employee name Printed

Date

Supervisor Signature

Supervisor name Printed

Date