

Jersey Shore Area EMS
A Division of
Citizens Hose Company
Operational Policies
and Standard Operating Guidelines

Title: Infectious Control / Exposure Policy (replaced exposure policy with same #121)

Effective Date: August 8, 2007

Reviewed/revised: February 20, 2010, 1/22/12

Policy #: 211

Approved By: Brady Breon, EMS Operations Manager

Purpose: To provide a comprehensive infectious control system which maximizes protection against communicable disease for all disease for all employees, and for the public they serve.

Scope: This policy applies to all members providing fire, rescue, and emergency medical services.

The Citizens Hose Company/Jersey Shore Area EMS is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Blood borne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
 - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

PROGRAM ADMINISTRATION

- The EMS Operations Manager of Citizen's Hose Company is responsible for implementation of the ECP. The EMS Operations Manager of Citizen's Hose Company will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. Contact location/phone number: 398-7471.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

- The EMS Operations Manager of Citizen’s Hose Company will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The EMS Operations Manager of Citizen’s Hose Company will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact location/phone number: 398-7471.
- The EMS Operations Manager of Citizen’s Hose Company will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained. Contact location/phone number: 398-7471.
- The EMS Operations Manager of Citizen’s Hose Company will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact location/phone number: 398-7471.

EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

<i>Job Title</i>	<i>Department/Location</i>
Paramedic	Prehospital
EMT Driver	Prehospital
Firefighter	Fire department
Driver	Fire Department
First Responder	Fire Department
Fire Officer	Fire Department

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Refer to actual job description posted in the policy manual for a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

- Paramedic
- EMT Driver

Since part-time, temporary, contract and per diem employees are covered by the blood borne pathogens standard. This ECP apply equally to ALL employees of Citizen’s Hose Company/Jersey Shore Area EMS.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions All employees will utilize universal precautions.

Exposure Control Plan Employees covered by the blood borne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting The EMS Operations Manager of Citizen’s Hose Company. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The EMS Operations Manager of Citizen’s Hose Company is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The specific engineering controls and work practice controls used are listed below:

- Annual BBP training to each employee
- Comprehensive Exposure control plan policy.

- Provision and use of proper personal protective equipment when the potential for exposure exists.
- Hand washing as soon as possible after performing task that may result in an exposure hazard.
- **Chemical agents for use in cleaning equipment and personnel if hand washing is not immediately/readily available.**
- Whenever possible, use of needless systems.
- Provision and use of proper receptacle for disposal of sharps and BBP contaminated materials (Sharps containers, red biohazard bags)

Sharps disposal containers are inspected and maintained or replaced by the EMS staff every shift or whenever necessary to prevent overfilling.

This facility identifies the need for changes in engineering controls and work practices through: Review of OSHA records and company incident reports, recommendation of the EMS staff and volunteers

Both front-line workers and management officials are involved in this process in the following manner: utilizing a hands-on approach and open communication.

The EMS Operations Manager of Citizen's Hose Company is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE) PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by The EMS Operations Manager of Citizen's Hose Company or his/her qualified designee

The types of PPE available to employees are as follows: Gloves, eye protection, N95 particulate masks, surgical mask, gowns, shoe covers, hair covers.

PPE is located on each EMS unit and may be obtained in the EMS supply closet or by making direct contact with the EMS Operations Manager of Citizen's Hose Company.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in (List appropriate containers for storage, laundering, decontamination, or disposal.)
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

Housekeeping Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent

leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is:

Sharps containers are to be made available in work area as needed

Full containers are to be closed according to manufacturers recommendations and then taken to the Jersey Shore Emergency Department for appropriate disposal.

The procedure for handling other regulated waste is:

Other regulated waste material is to be disposed of in an approved Biohazard bag.

Biohazard bags that are full are to be sealed closed and taken to the Emergency Department for appropriate disposal

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available in each EMS unit, in each ALS bag, and in the EMS operations office where restocking takes place.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry The following contaminated articles will be handled as outlined or laundered by/at Citizen's Hose Company of Jersey Shore:

- Employee clothing
- EMS bags
- Patient linen (Contaminated linen is to be exchanged for clean linen at the receiving facility. If this is not possible, the linen will be placed in a red bag until it can be dropped off at one of the receiving hospitals.)

Laundering will be performed by each individual/employee that recognizes the contamination using the washing machine provided on site at 1212 Locust Street, Jersey Shore, PA

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use (specify either red bags or bags marked with the biohazard symbol) for this purpose.
- Wear the following PPE when handling and/or sorting contaminated laundry: (List appropriate PPE).

Labels The following labeling methods are used in this facility:

- Biohazard label
- Red bag

The EMS Operations Manager of Citizen's Hose Company is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify The EMS Operations Manager if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

The EMS Operations Manager of Citizen's Hose Company will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to

all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in each individual's personnel file in the business office.

Vaccination will be provided by the Jersey Shore Hospital employee Health Services Nurse at the Jersey Shore Hospital 1020 Thompson Street, Jersey Shore PA, 17740.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact The EMS Operations Manager of Citizen's Hose Company at the following number 398-7174. If he/she cannot be reached, employees can make contact by utilizing any of the following methods: county 911 center, cell phone, alpha numeric paging system.

An immediately available confidential medical evaluation and follow-up will be conducted by The Jersey Shore Hospital Emergency Department. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The EMS Operations Manager of Citizen's Hose Company ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's blood borne pathogens standard.

The EMS Operations Manager of Citizen's Hose Company ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure

- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

The EMS Operations Manager of Citizen's Hose Company provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The EMS Operations Manager of Citizen's Hose Company will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident (O.R., E.R., patient room, etc.)
- Procedure being performed when the incident occurred
- Employee's training

The EMS Operations Manager of Citizen's Hose Company will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary The EMS Operations Manager of Citizen's Hose Company will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to blood borne pathogens receive initial and annual training conducted by Buttorff Training Services or through the LMS online education site.

William D. Buttorff – Instructor – Bucks County Community College.

All employees who have occupational exposure to blood borne pathogens receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA blood borne pathogen standard
- An explanation of our ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available

- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at 1212 Locust Street Jersey Shore in the EMS Operations Manager's Office.

RECORDKEEPING

Training Records Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at 1212 Locust Street Jersey Shore in the EMS Operations Manager's Office.

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to The EMS Operations Manger of Citizen's Hose Company.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The EMS Operations Manager of Citizen's Hose Company is responsible for maintenance of the required medical records. These confidential records are kept in the individual's personnel file in the Citizen's Hose Company Business office for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to The EMS Operations Manager of Citizen's Hose Company

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by The EMS Operations Manager of Citizen's Hose Company

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury
- Type and brand of the device involved (syringe, suture needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

**JERSEY SHORE AREA EMS
HEPATITIS B VACCINE DECLINATION**

Hepatitis B (Serum Hepatitis) is a serious viral illness that is acquired from direct contact with blood and other potentially infectious material of persons infected with hepatitis B virus. A vaccine has been approved to immunize persons against hepatitis B. This vaccine is recommended for persons at high risk of acquiring acute hepatitis infection. Persons who have direct contact with blood, blood products, and other potentially infectious material are at risk of acquiring infection with this virus.

The hepatitis B vaccine is made from yeast cells. It is not made from human blood or blood products. It is a clinically safe and effective way of preventing acute infection.

Because your job has been identified as one in which there is occupational exposure to blood and other potentially infectious materials, which may put you at risk of acquiring hepatitis B infection, you are a candidate for the hepatitis B vaccine. The hepatitis B vaccine is given in three injection series: an initial dose, a dose in one month, and six months.

Name: _____ Birth Date: _____ Age: _____

Job Title: _____ Hire Date: _____

Home Phone: _____

Please circle YES or NO to indicate your choice for vaccination

YES I understand the risk and benefits of the immunization with hepatitis B vaccine. I would like to receive the hepatitis B vaccine. (arrangements for vaccination will be made through the Jersey Shore Hospital Health Services Department)

NO 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 vaccination 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.

NO I have already received the entire hepatitis B vaccination series

Signed: (*Employee Name*) _____ Date: _____

JERSEY SHORE AREA EMS INFECTIOUS EXPOSURE FORM

Exposed Member/Employee Name: _____

Position: _____

Social Security Number: _____

Home Phone Number: _____

Patient Name: _____ Sex: _____ Age: _____

Patient Address: _____

Suspected or Confirmed Disease: _____

Receiving Facility: _____

Transporting Unit: _____

Date of Exposure: _____ Time of Exposure: _____

Type of Incident (auto accident, medical, etc.) _____

Type of PPE Precautions Used: Gloves Mask Eye protection Gown Other

If "other used" please explain: _____

What were you exposed to?:

Blood ____ Tears ____ Feces ____ Vomitus ____ Sputum ____ Sweat ____

Urine ____ Saliva ____ Synovial fluid ____ Cerebrospinal fluid ____ Other ____

What part(s) of your body became exposed? Be specific: _____

Did you have any open cuts, sores, or rashes that became exposed? Be specific: _____

How did the exposure occur? Be specific: _____

Did you seek medical attention? YES _____ NO _____

Where? _____ Date: _____

Member/Employee Signature: _____ Date: _____

Infection Control Officer Signature: _____ Date: _____