



## DEPARTMENT OF CONSERVATION AND ENERGY (C&E) BLOOD BORNE PATHOGENS (BBP)

The purpose of this program is to reduce or eliminate occupational exposure to blood or other potentially infectious materials by C&E employees. 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.

Program Component	Information
Potential Exposure Determination	C&E has no job classifications in which employees have any reasonable occupational exposure to blood borne pathogens. Thus, all C&E employees are “low risk.” This is inclusive of any employees designated as ESF-6 responders, given that C&E does not provide staffing for DCF’s special needs shelters.
Methods of Compliance & Work Practice Controls	<p>Universal precautions shall be observed to prevent contact with blood borne pathogens, including:</p> <ol style="list-style-type: none"> <li>a. <b>TREAT ALL BLOOD AND BODILY FLUIDS AS POTENTIALLY INFECTIOUS REGARDLESS OF THE PERCEIVED STATUS OF THE SOURCE INDIVIDUAL;</b></li> <li>b. Prevent the spread of infection by frequently washing hands and avoid rubbing hands against eyes, nose and mouth;</li> <li>c. Wear personal protective equipment (PPE) whenever blood or bodily fluids are present or expected. Examples include: latex gloves, safety glasses, goggles, face shields, aprons, and boots;</li> <li>d. Utilize engineering techniques whenever possible. Examples include: tongs, specialized equipment, etc.</li> </ol>
Decontamination and Reporting Procedures	<ol style="list-style-type: none"> <li>a. When possible, the employee from which the blood or bodily fluids was spilled should clean up after themselves.</li> <li>b. For LaSalle Building spills, access a BBP Clean-Up Kit located in the break rooms of each floor and follow the manufacturer’s instructions as provided with the kit.</li> <li>c. The general guidelines for decontamination include: <ul style="list-style-type: none"> <li>• After an accident, wash the exposed area with soap and water followed with a chlorine solution (10% chlorine; 90% water);</li> <li>• Wear PPE;</li> <li>• Restrict access to the area;</li> <li>• Use disposable supplies whenever possible and dispose of properly by placing all waste with the possibility of contamination of BBP in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded prior to removal to prevent spillage or protrusion of contents during handling, storage, transportation or shipping.</li> </ul> </li> <li>d. Report the incident <u>immediately</u> to the employee’s supervisor for completion of the DA2000, State Employee Incident/Accident Investigation Form. Immediately send the completed report to the Human Resources Manager and Director.</li> </ol>



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Post Exposure Medical Evaluation	<p>Following an exposure incident, the supervisor must send the exposed employee, with a copy of the completed DA2000 Form, to a medical facility for treatment and evaluation of the exposure. The exposed employee may seek services of his own physician.</p> <p>During the post exposure medical evaluation, the exposed employee may, at his/her discretion, opt to receive the Hepatitis B vaccine (HBV) and vaccination series. The immunization series should be started as soon as possible, but no later than 24 hours after exposure to potentially infectious bodily fluids. If the HBV vaccine is offered to an employee and the employee accepts it, it will be provided free of charge. If an employee declines the offer of the HBV vaccine, the employee is required to sign a declination statement. If at any time later the employee changes his/her decision and opts to accept the offer, the HBV vaccine will be provided free of charge.</p>
Training	<p>The method of instruction and frequency of awareness training required for BBP is determined by the employee's exposure determination. Given that all C&amp;E employees are "low risk," training shall be completed within 90 days of hire; every 5 years thereafter; and within 60 days of a BBP incident in their unit/section. Such training can be via policy dissemination and/or online training.</p>