

## **EXPOSURE TO HAZARDOUS FLUIDS AND WASTES**

### **1.0 Purpose**

- 1.1 To set forth policies governing compliance with the statutory requirements of the Occupational Safety and Health Act (OSHA) standard for exposure to hazardous fluids and wastes.

### **2.0 Scope**

- 2.1 To protect employees from the possibility of exposure to potentially infected bodily fluids.

### **3.0 Policy:**

#### **3.1 Job Identification**

All employees in positions which could potentially be exposed to infected blood or bodily fluids shall be informed of all tasks in a specific job that could possibly lead to such exposure as well as personal protective measures .

#### **3.2 Practices that must be followed to minimize possible exposure include the following:**

- a) After removing gloves or coming into contact with potentially infected fluids, hands must be washed immediately.
- b) Specific containers for washing, disposal, or decontamination of personal protective equipment will be provided for employees, who must then place any personal protective equipment in these containers immediately following use.
- c) Shearing or breaking of sharp instruments, such as needles, is not allowed.
- d) Guards must be worn by employees to avoid contact with splashing or spraying of blood. These shall include: 1) employees are required to wear protective gloves when there is any potential for exposure to blood or other infected fluids, whenever the situation makes this possible; 2) strong suggestion that eye protection be worn when there is any potential for exposure to blood or other infected fluids; 3) after use of equipment, immediate and thorough decontamination will occur using an appropriate cleaning solution such as 9:1 water to bleach solution or other approved disinfectant product .

#### **3.3 Supplies to Minimize/Prevent Exposure**

Employees are provided with gloves, gowns, masks, mouthpieces, and resuscitation bags. This list will also include eye/face shields when necessary.

#### **3.4 Training**

In order to conform with OSHA guidelines for the prevention of exposure to hazardous fluids, training courses are required for those who have the potential to come in contact with hazardous fluids/blood. Training will take place annually, and records of the training are kept by each department for three years; these records show dates of training sessions, names of trainers, along

with their qualifications, the contents of the training, and the names of all who attended the same sessions.

### **3.5 Storage Containers**

Containers used for storing, transporting, or disposing of infected fluids are marked with orange biohazard symbols. Red bags/containers may also be used in place of the biohazard labels.

### **3.6 Hepatitis B Vaccinations**

For information concerning Lake Forest's policy concerning Hepatitis B vaccinations, see Administrative Directive 2-10, Policy 3.3.

### **3.7 Treatment for Exposure**

Employees of The City of Lake Forest that are exposed to a person's blood or bodily fluids will follow Condell Medical Center EMS System Policy Infection Control Policy No. 1. This policy requires the exposed employee to check into the emergency room (The City of Lake Forest will use Lake Forest Hospital's Occupational Health Services during normal business hours and the E.R. after hours) and produce a medical record of the exposure. More specifically, the policy states that:

- a) The exposed employee will notify his/her supervisor of the exposure and will check into the appropriate treatment facility as noted above.
- b) The exposed employee MUST complete the "Notification of Significant Exposure During Resuscitation or Transport" form found at all hospitals. The completed form will be directed to the EMS Coordinator or Infection Control Nurse at the hospital.
- c) The Infection Control Nurse will investigate the status of the source by checking with the medical record and or consulting with the attending physician with particular emphasis to the following information: Liver function studies and results, any previous or current hepatitis screening done, and/or determination if the source meets any criteria in HIGH RISK categories. (High Risk = the source is HBsAG positive: such as patients with acute unconfirmed hepatitis; patients on hemodialysis; and users of illicit, intravenous drugs.)
- d) The Infection Control Nurse will notify the exposed employee as soon as possible as to the need for any further medical action.
- e) The exposed employee will follow up with his/her department physician or private physician according to departmental policy.

### **3.8 Records**

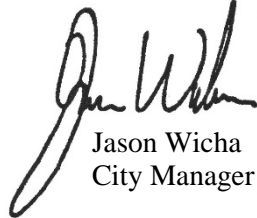
Records of employees' exposures are kept for at least 30 years following their completion of work for The City of Lake Forest. These records include the following information:

- a) employee's name and Social Security number
- b) Hepatitis B vaccination status (this includes dates)
- c) any medical results of exams, testing, and follow-ups
- d) copies of any health care professional's written opinion, plus a copy of any data given to the health care professional

The records of the exposures will be maintained by the Human Resources Department with the assistance of the appropriate department head.

#### 4.0 Distribution

To all department heads and supervisory staff members.



Jason Wicha  
City Manager

created 5/96  
revised 5/99, 5/03, 5/09, 5/14, 5/19