

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BLOODBORNE PATHOGENS EXPOSURE PLAN
COMMUNITY COLLEGE OPERATIONS



TABLE OF CONTENTS

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN 3

BLOODBORNE PATHOGENS STANDARD 3

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN POLICY STATEMENT..... 3

PROGRAM ADMINISTRATION and RESPONSIBILITY FOR COMPLIANCE..... 4

METHODS OF IMPLEMENTATION AND CONTROL 5

UNIVERSAL PRECAUTIONS..... 6

EXPOSURE CONTROL PLAN..... 6

ENGINEERING CONTROLS and WORK PRACTICES..... 6

PERSONAL PROTECTIVE EQUIPMENT (PPE)..... 6

HOUSEKEEPING 7

HEPATITIS B VACCINATION..... 7

PROCEDURES FOR EVALUATING AN EXPOSURE INCIDENT 8

EMPLOYEE TRAINING..... 9

RECORDKEEPING 9

TRAINING RECORDS 9

OSHA RECORDKEEPING 10

SHARPS INJURY LOG..... 10

HEPATITIS DECLINATION FORM..... 11

HEPATITIS ACCEPTANCE FORM..... 12

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

INTRODUCTION

The Riverside Community College District's compliance with Cal/OSHA's Bloodborne Pathogens Standard protects employees who work in occupations where they are at risk of exposure to blood or other potentially infectious materials. The Cal/OSHA standard for Bloodborne Pathogens require employers to develop written documents to explain how the standard will be implemented to include how training will be provided to employees and how the plan will be used to protect the health and safety of employees, staff, and faculty.

This program includes the Cal/OSHA-approved model Exposure Control Plan to meet the requirements of the OSHA Bloodborne Pathogens Standard. The complete text of the Cal/OSHA standard, including the requirement for the written documents, is found in Title 8, CCR 5193. The complete text can also be accessed through the Cal/OSHA website (www.dir.ca.gov) Bloodborne Pathogen Standard.

BLOODBORNE PATHOGENS STANDARD

The Riverside Community Bloodborne Pathogens Exposure Control Plan includes all of the elements required by the Cal/OSHA Bloodborne Pathogens Standard Title 8, CCR 5193. The intent of this plan is to provide faculty, and staff with an easy-to-implement plan based on the risks in the operation of the Colleges and District facilities.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN POLICY STATEMENT

The Riverside Community College District is committed to providing a safe and healthful work environment for our students, faculty, and staff. In achievement of this commitment, the following Exposure Control Plan (ECP) was developed to eliminate or minimize occupational exposure to Bloodborne Pathogens in accordance with Cal/OSHA Bloodborne Pathogens Standard Title 8, CCR 5193. The ECP is a key document to support RCCD's implementation of the requirements of the standard and compliance with OSHA laws and regulations. By developing and implementing this ECP, the District/Colleges will thereby protect our constituents. This ECP document includes the following required elements:

- 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 and RESPONSIBILITY FOR COMPLIANCE

The Program Administrator is responsible for implementation of the Exposure Control Plan. The Program Administrator maintains, reviews, and updates the ECP on a regular basis, and whenever necessary, to include new or modified tasks and procedures. The following staff positions are required to comply with the procedures and work practices established by this RCCD Bloodborne Pathogens Exposure Control Plan (ECP):

- **ALL employees** who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) are responsible for compliance with the ECP.
- **District Department Managers and/or College Administration** are responsible for providing and maintaining all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard.
- **District Department Managers and/or College Administration** are responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
- **District Department Managers and/or College Administration** are responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives as requested.

EMPLOYEE EXPOSURE DETERMINATION

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

POSITION TITLE establishment in which all employees have occupational exposure:	POSITION TITLE establishment in which some employees have occupational exposure:
Career and Technical Education Laboratory Technician	Assistant Custodial Manager
Certified Athletic Trainer	Assistant Director, Facilities, Maintenance and Operations
Chemistry Laboratory Coordinator	Assistant Manager, Food Services
Clinical Licensed Vocational Nurse	Associate Dean, Public Safety Education and Training
College Health Registered Nurse	Athletic Equipment Manager/Field taker
Community Service Aide I	Chief of Police
Cosmetology Operations Assistant	College Safety & Emergency Planning Coordinator
Culinary Laboratory Assistant	Community Service Coordinator
Custodial Manager	Cosmetology Clerk/Receptionist/Cashier
Custodian	Culinary Program Specialist
Dean, School of Nursing	Dean of Instruction (STEM & Kinesiology)
Director, Health Services	Dean, Public Safety Education and Training
Early Childhood Education Center Manager	Dental Education Center Administrative Assistant
Early Childhood Education Program Specialist	Director, Athletic/Compliance
Food Service III/IV	Director, Disability Student/Support Programs
Gymnasium Attendant	Director, Facilities Maintenance and Operations
Health Services Specialist	Director, Food Services
Health Services Supervisor	Director, Risk Management
Laboratory Technician I/II	Disability Student Specialist/Workability III/Technology
Maintenance Mechanic - General	Grounds Equipment Repairperson/Operator/Supervisor
Maintenance Mechanic - Plumber/Boiler Repair	Maintenance Manager/Mechanic/Various
Mental Health Services Supervisor	Manager, District Safety and Emergency Preparedness
Nursing Simulation Laboratory Assistant	Manager, Facilities, Grounds and Utilization
Nursing Simulation Laboratory Specialist	Medical Administrative Assistant/Office receptionist
Nursing Skills Laboratory Technician	Nursing Enrollment Evaluations Specialist/Technician
Officer, Safety & Police	Printing & Graphics Center Coordinator
Senior Custodian	Production Printer/Specialist
Senior Officer, Safety & Police	Senior Groundsperson/Tool Room Attendant
Sergeant	Sprinkler Repair Person
Swimming Pool Caretaker	Warehouse Assistant/Supervisor

METHODS OF IMPLEMENTATION AND CONTROL

UNIVERSAL PRECAUTIONS

All employees will utilize universal precautions as the basis for implementation and control of the elements of the ECP.

EXPOSURE CONTROL PLAN

Employees covered by the Bloodborne Pathogens Standard receive an explanation of this ECP during their initial training session. The ECP is also reviewed regularly. All employees can review this plan at any time during their work shifts by contacting the District Safety & Emergency Planning Manager or College Safety representatives. If requested, the employee will be provided with a copy of the ECP free of charge.

The Director, Risk Management is responsible for reviewing and updating the ECP regularly to reflect any new or modified tasks and procedures that affect occupational exposure and/or to reflect new or revised employee positions with occupational exposure. The Colleges Safety representatives and the Manager, Safety & Emergency Planning provide updated positions and tasks to the Director, Risk Management upon acknowledgement of the change in the workplace.

ENGINEERING CONTROLS and WORK PRACTICES

Engineering controls and work practice controls are used to prevent or minimize exposure to Bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

Sharps disposal containers are inspected and maintained or replaced by District and/or College Maintenance and Operations whenever necessary to prevent overfilling.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is provided to our employees at no cost to them through Target solutions. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the District Department Manager, College Administration, or the District Risk Management Department web training site. The types of PPE available to employees are as follows:

Gloves, Eye protection, Face protection

PPE is strategically located with ease of access within each department where an exposure may exist. Replacements may be obtained through the District Department Manager or College Administration. Department managers and/or College Administration are responsible for ensuring PPE is available to all employees.

All employees using PPE must observe the following precautions:

1. Wash hands immediately or as soon as feasible after removing gloves or another PPE.
2. Remove PPE after it becomes contaminated and before leaving the work area.
3. Used PPE may be disposed of in the appropriate storage containers, laundry, decontamination container, or disposal area.
4. 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.
5. 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.
6. Never wash or decontaminate disposable gloves for reuse.
7. 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.
8. 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.

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 and other regulated waste is:

- Used PPE should be placed in a biohazard bag and left in the appropriate area to be picked up by the waste disposal company.

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 at different locations throughout the District and Colleges. Sharps containers are always easily accessible and close to the immediate area of need where sharps of any kind are used.

HEPATITIS B VACCINATION

The Risk Management Department along with the College Safety Representatives will provide training to employees on hepatitis B vaccinations, addressing safety, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training to all employees identified in the exposure determination section of this plan.

Employees may use their employer paid private medical insurance to obtain the vaccinations.

If an employee does not have employer paid private medical insurance that covers the vaccines they should contact Risk Management at 951-222-8566. Risk Management will send them to an authorized clinic to receive the vaccine at no cost to the employee.

If an employee declines the vaccination, the employee must sign a declination form or send an email stating they are not interested in the vaccination. Employees who decline may request and obtain the vaccination at a later date at no cost.

Vaccinations will be provided by:

Kaiser on the job 12815 Heacock St 1 st floor room 106 Moreno Valley CA 92553 951-353-4322 Hours M-F 8:30am-5:00pm	Kaiser on the job 10800 Magnolia Ave 4 th Floor Room 408 Riverside CA 92505 951-353-4322 Hours M-F 8:30am-5:00pm
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POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, the employee should call Medcor at 800-775-5866 to report the incident immediately. Medcor will refer the employee to the nearest open industrial facility. The employee will follow the workers compensation process at the direction of Risk Management.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Department Manager 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 Risk Management Department will record all percutaneous injuries from contaminated sharps in the yearly OSHA Log.

If revisions to this ECP are necessary The Risk Management Department will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employee's job title to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to Bloodborne pathogens receive initial and regular training conducted through the District's online training platform, Target Solutions.

All employees who have occupational exposure to Bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of Bloodborne pathogen diseases.

RECORDKEEPING

TRAINING RECORDS

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years online through the District online training platform. The training records include:

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

Employee training records are provided upon request to the employee and they are available online under the employee's Target Solution login page. Requests should be addressed to the Risk Management department or the College Safety Representative.

MEDICAL RECORDS

Medical records are maintained for each employee with occupational exposure in accordance with CCR Title 8, Section 3204, "Access to Employee Exposure and Medical Records." [CCR Title 8, Section 3204](#)

The Risk Management, Safety & Police Department is responsible for maintenance of the required medical records. These confidential records are kept online in the Risk Management Department and through our Workers Compensation carrier Sedgwick 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. Such requests should be sent to the Risk Management Department or to Sedgwick at P.o box 619079 Roseville Ca 95661.

OSHA RECORDKEEPING

An exposure incident is evaluated to determine if the case meets Title 8, CCR 3204. This determination and the recording activities are done by the Risk Management, Safety & Police Department.

SHARPS INJURY LOG

In addition to the Title 8, CCR 3204 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in the OSHA Log. All incidences must include at least:

- Date of the injury.
- Type 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.

HEPATITIS B VACCINE DECLINATION

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.

Signed: _____ (Employee Name)

Date: _____ (Date Signed)

HEPATITIS B VACCINATION ACCEPTANCE

Per the Blood Borne Pathogen Standard (Title 8, CCR 5193), 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 am accepting the opportunity to be vaccinated with the hepatitis B vaccine, at no charge to myself.

New employees and employees without District offered medical insurance that are identified in the exposure determination section of the Blood Borne Pathogen Exposure Control Plan can receive the Hepatitis B vaccination at Kaiser on the Job at the locations below.

Kaiser on the Job 12815 Heacock St., 1 st Floor Room 106 Moreno Valley, CA 92553 951-353-4322 Hours M-F 8:30am-5:00pm	Kaiser on the Job 10800 Magnolia Ave., 4 th Floor Room 408 Riverside, CA 92505 951-353-4322 Hours M-F 8:30am-5:00pm
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Existing employees with established medical benefits with the District can receive the hepatitis B vaccination through their District covered benefits/medical care at no charge.

Signed: _____
(Employee Name)

Date: _____ (Date Signed)