

Bloodborne Pathogens Act
Exposure Control Plan

Dickinson College

Health & Safety Committee and the
Department of Public Safety

Revised
2/28/07

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Purpose

The Occupational Safety and Health Administration (OSHA) has set rules for bloodborne pathogen hazards. The standard (29 CFR 1910.1030) is an effort directed at reducing occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other bloodborne pathogens that employees may encounter as part of their normal work responsibilities. The complete program deals with assessment of the risk, education of employees, and providing effective policies and resources to reduce risk. Procedures for following up and documentation of exposure incidents are outlined as well.

Dickinson College complies with this mandate and shares the concern for the welfare of College employees. The Health & Safety Committee with representation from many departments has developed this plan using framework for the document provided by the Pennsylvania Health Department. The plan will be reviewed periodically by the Health & Safety Committee and the Director of Environmental Health & Safety.

General Program Structure

I. Personnel

A. Exposure Control Officer

The Director of Environmental Health & Safety (EHS) will act as the Exposure Control Officer and will be responsible for the organization and administration of Dickinson College's Bloodborne Pathogens Compliance Program. Activities of the Exposure Control Officer include but are not limited to:

1. Conduct an annual review of the Bloodborne Pathogen Program in coordination with the campus Committee on Health and Safety
 - A. Develop policy revisions and updates.
 - B. Respond to regulatory changes.
2. Establish and maintain a reference resource for pertinent health and safety information.
3. Act as College liaison, with OSHA during any OSHA inspection.

B. Department Managers and Supervisors

Department managers and supervisors are responsible for exposure control in their respective areas. They will work directly with the Exposure Control Officer to ensure that proper exposure control procedures are being followed.

C. **Human Resource (HR) Representative**

The HR Services representative responsibilities will include but not limited to:

1. Maintaining records of:
 - a) personnel who are identified as “at risk” of exposure through job responsibilities;
 - b) bloodborne pathogen exposure plan records separately from regular personnel records;
 - d) those employees receiving training and, of those employees accepting or declining recommended inoculations;
 - e) exposure incidents and related health records for thirty years after an employee's last employment day.
2. Coordinate workmen's compensation claims with regard to this program.
3. Communicate "at risk positions" status changes to Exposure Control Officer for training purposes.
4. Employees will be designated by HR Services, in consultation with department directors, to participate in a “Train the Trainer” program, and will then be responsible for annual training and new employee training within their departments.

D. **Employees**

The commitment of the College's employees is essential to program effectiveness. Employee responsibilities include:

1. Knowing which tasks may expose them to bloodborne pathogens.
2. Knowing about and using adequate precautions to protect themselves.
3. Planning and conducting all risky operations in accordance with work practice controls.
4. Attending the program training sessions.
5. Reporting conditions and procedures that they feel are unsafe.

Accessibility of the Exposure Control Plan to Employees

The Exposure Control Plan is available for review by all employees. Copies of the plan will be kept on file and made available anytime at the communications desk of the Department of Public Safety. Additional copies shall be available at the following offices: Health Services, EHS, Children's Center, Kline Athletic Center, and HR Services. The Plan will also be available on the Health & Safety web site in the Spring of 2006.

Exposure Determination

Essential to an effective Exposure Control Plan is the identification of those employees who through their job classifications might be exposed to bloodborne pathogens. This initial list was compiled July 15, 1992 by the Health and Safety Committee with advice from the Department of Athletics and the Children's Center. Annually this list will be reviewed by the Director of EHS to insure that appropriate job classifications are being included in the plan.

Affected-Job Classifications and Departments

1. **Department of Public Safety**
 - A. The Director of Public Safety
 - B. All Uniformed Public Safety Officers
2. Student Health Services Department
 - A. All Student Health Service medical staff
3. Department of Facilities Management
 - A. Designated Housekeepers
 - B. Trash Truck Personnel
 - C. Bio waste Handlers
 - D. Plumbers
 - E. Night Mechanics
4. Athletic Department
 - A. All Coaches
 - B. All Athletic Training Staff & Student Workers
5. Children's Center
 - A. Designated Children's Center Staff
6. Campus Laundry
 - A. All Laundry Service Personnel
7. Dining Services
 - A. Designated Site Control and Clean-up Personnel
8. Lifeguards
9. Biowaste Handlers in all departments
10. Designated Science Faculty/Staff

Work Activities Involving Potential Exposure To Bloodborne Pathogens

<u>ACTIVITY</u>	<u>OCCUPATIONAL GROUP</u>
1. Law enforcement	Office of Public Safety and first responders
2. Medical Care	Student Health Services medical staff
3. Clean-Up	All Job Classifications designated for “Clean Up Team”
4. Laundry Services	Laundry Staff
5. First Aid as secondary function:	Department of Athletics Children's Center Dining Services Facilities Management Life Guard at Kline Center pool
6. Research	Science Faculty/Staff

Compliance Methods

Universal hygienic precautions will be observed at Dickinson College in order to prevent contact with blood or other potentially infectious materials. All blood and other potentially infectious material will be considered infectious regardless of the perceived status of the individual from whom the blood or material is from.

Safety devices, work practice controls and personal protective equipment when appropriate will be utilized to eliminate or minimize exposure to employees at the College.

Safety and work practice controls will include but are not limited to:

<u>DEPARTMENT</u>	<u>PROTECTIVE EQUIPMENT</u>
1. Department of Public Safety	Rubber Gloves One-Way CPR Masks Sharps Containers Disinfectant Cleaning Agents Hand-washing Facilities
2. Health Services	Sharps Containers Vinyl or latex and non-latex gloves One-Way CPR Masks Eye wash Station Infectious Waste Containers Protective Gowns, masks and eye shields Disinfectant Cleaning Agents Hand-washing facilities
3. Facilities Management	Gloves Infectious Waste Containers

	Infectious Waste Cleaning Kits Hand washing facilities
4. Athletic Department	Vinyl & Latex Gloves Infectious Waste Containers One-Way CPR Masks Infectious Waste Cleaning Kits Sharps Containers Disinfectant Cleaning Agents Protective Gowns & Eye Shields Hand washing facilities
5. Children's Center	Gloves Infectious Waste Containers Infectious Waste Cleaning Kits Hand washing facilities
6. Campus Laundry	Rubber Gloves Hand washing facilities
7. Dining Services	Rubber Gloves Infectious Waste Cleaning Kits Hand washing facilities
8. Biology Department & other science lab where appropriate	Sharps Containers Infectious Waste Containers Vinyl & Latex Gloves Lab Coats Hand washing facilities

These controls shall be examined and maintained on a regular schedule by supervisors of the individual departments.

Work Practice Controls

In addition to engineering controls, the College uses a number of Work Practice Controls to help eliminate or minimize employee exposure to bloodborne pathogens. The Director of EHS will work with the appropriate departments to assist in the proper implementation of these controls.

The following Work Practice Controls are also part of the Bloodborne Pathogens Compliance Program:

1. Employees shall wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.

2. Following any contact of body areas with blood or any other infectious materials,, employees shall wash their hands and any other exposed skin with soap and water as soon as possible. They shall also flush exposed mucous membranes with water for 15 minutes.
3. Contaminated needles and other contaminated sharp instruments or tools shall not be bent, recapped or removed unless it can be demonstrated that there is no feasible alternative or that the action is required by specific medical procedure. If required, the recapping or needle removal is to be accomplished through the use of a medical device or a one-handed technique (Student Health Services and Athletic Training Rooms).
4. Contaminated disposable sharp instruments or tools shall be placed in appropriate containers immediately, or as soon as possible, after use (Student Health Services, Athletic Training Rooms, Lab Sciences).
5. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses shall be prohibited in work areas where there is potential for exposure to bloodborne pathogens.
6. Food and drink shall not be kept in refrigerators, freezers, on countertops or in other storage areas where blood or other potentially infectious materials maybe present.
7. Mouth pipetting/suctioning of blood or other infectious materials is prohibited.
8. All procedures involving the handling of blood or other infectious materials shall minimize splashing, spraying and other actions which may generate droplets of these materials.
9. Specimens of blood or other material shall be placed in designated leak-proof containers, appropriately labeled, for handling and storage.
10. If outside contamination of a primary specimen container should occur, that container shall be placed within a second leak-proof container, appropriately labeled, for handling and storage. If the specimen can puncture the primary container, the secondary container must be puncture resistant as well.
11. Equipment which becomes contaminated shall be examined prior to servicing or shipping, and shall be decontaminated as necessary, unless it can be demonstrated that decontamination is not feasible. An appropriate biohazard warning label shall be attached to any contaminated equipment, identifying the contaminated portions. Information regarding the remaining contamination shall be conveyed to all affected employees, the equipment manufacturer and the equipment service representative prior to handling, servicing or shipping.

New employees and employees changing job roll.

When an employee is hired or an employee changes jobs within the College, the following procedure should be followed to ensure that the employees are trained in the appropriate work practice controls:

1. The employee's job classification and the tasks and procedures that they will perform shall be checked against the Job Classifications and Task Lists identified in the Exposure Control Plan as those in which occupational exposure occurs.
2. If the employee is transferring from one job to another, the job classifications and tasks/procedures pertaining to his or her previous position shall also be checked against the lists.
3. If the new job classification and/or tasks and procedures bring the employee into an occupational exposure situation, the employee is then so identified and will fall within the full protection of the regulations.
4. The employee shall then be trained by the Department Supervisor regarding any work practice controls with which the employee may not be experienced, and attend a Bloodborne Pathogens training program.

HEPATITIS B VACCINATION POST-EXPOSURE EVALUATION AND FOLLOW-UP

Even with good compliance with exposure prevention practices, exposure incidents may occur. Therefore, the College has implemented a Hepatitis B Vaccination Program and has established procedures for post-exposure evaluation and follow-up.

Vaccination Program

To protect employees as much as possible from the possibility of Hepatitis B infection, the College has implemented a vaccination program. This program is available, at no cost, to all employees who have occupational exposure to bloodborne pathogens.

The vaccination program shall consist of a series of three inoculations given on a predetermined schedule, and a titer to check immunity after the series is completed. As part of their bloodborne pathogens training, employees shall receive information regarding Hepatitis B vaccination, including its safety and effectiveness.

Student Health Services shall be responsible for providing vaccines to employees. Vaccinations are performed under the supervision of a licensed healthcare professional. Lab work (titers) will be performed by an outside lab to measure antibody response to the vaccine.

HR Services is responsible for tracking employee compliance for vaccination completion and titers and tracking those employees who decline the vaccination. A list of employees shall be maintained who take part in the vaccination program. Employees who decline to take part in the program must sign a Vaccination Declination Form to be kept on file in HR Services.

To ensure that all employees are aware of the vaccination program, it shall be thoroughly discussed during the bloodborne pathogens training sessions.

Post-Exposure Evaluation and Follow-Up

Should an employee be involved in an incident where exposure to bloodborne pathogens may have occurred, the following actions shall be taken:

1. The circumstances surrounding the exposure incident shall be immediately reported to the Exposure Control Officer.
2. The employee shall receive medical consultation and treatment, if required, as expeditiously as possible.

This medical communication should be with a licensed health care provider not associated with the college. This may be the employee's personal physician, if that physician is on Workman's Comp physician provider panel, or US HealthWorks, the walk-in medical facility specializing in occupational injury and workman's compensation cases.

The Exposure Control Officer or his/her designee will investigate every exposure incident that occurs at the College. This investigation shall be initiated within 24 hours after the incident occurs and shall involve gathering the following information.

1. Time of the incident.
2. Location of the incident.
3. Which potentially infectious materials were involved in the Incident.
4. Identification of the individual from whom the infectious material came.
5. How the incident occurred (accident, equipment malfunction, etc.).
6. Personal protective equipment being used at the time of the incident.
7. Actions taken as a result of the incident (employee decontamination, cleanup, notifications made, etc.).

After this information has been gathered, it shall be evaluated. A written report of the incident and its causes shall be prepared, and recommendations shall be made for avoiding similar incidents in the future.

To ensure that employees receive the best and most timely treatment should an exposure to bloodborne pathogens occur, a comprehensive post-exposure evaluation and follow-up process has been established. HR Services shall oversee this program. The College's role in this plan is to direct the employee to his or her family physician, if they are on the Workman's Comp physician panel, or other appropriate health care facility for evaluation and diagnosis. These meetings explaining the procedure to the employee will be documented in their personnel files.

Much of the information gathered in this process shall remain confidential and the College shall do everything possible to protect the privacy of the persons involved.

Information Provided to the Healthcare Professional

To assist the healthcare professional, a number of documents shall be provided to him or her, including the following:

1. A copy of the Bloodborne Pathogens Standard.
2. A description of the exposure incident.
3. Any other information deemed pertinent.

Healthcare Professional's Written Opinion

Following the consultation, the healthcare professional shall provide the College with a written opinion stating if he/she feels the incident was or was not an “exposure”. The College will furnish a copy of this opinion to the exposed employee.

To maintain confidentiality, the written opinion shall contain only the following information:

1. Whether Hepatitis B Vaccination is indicated for the employee.
2. Whether the employee has received the Hepatitis B vaccination.
3. Confirmation that the employee has been informed of any test results and evaluation.
4. Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which requires further evaluation or treatment.

All other findings or diagnoses shall remain confidential and shall not be included in the written report to the employer.

Medical Recordkeeping

To ensure that the College can provide as much medical information as possible to the participating healthcare professional, the College shall maintain records on exposed employees. The HR Services shall be responsible for setting up and maintaining these records, which shall include the following information:

1. Name of the employee.
2. Social security number of the employee.
3. A copy of the employee's Hepatitis B Vaccination status, including dates of vaccinations.
4. A copy of the Incident Report or pertinent information provided to the consulting healthcare professional as a result of any exposure to bloodborne pathogens.

As with all information in these areas, this information will be kept confidential. Information will not be disclosed to anyone without the employee's written consent, except as required by law.

LABELS AND SIGNS

One of the most obvious warnings of possible exposure to bloodborne pathogens is the biohazard label. Therefore, the College has implemented a comprehensive biohazard warning label program using labels of the type shown below or, when appropriate, using red "colored-coded" containers. Facilities Management / housekeeping is responsible for purchasing such bags and Director of EHS shall oversee this program.

The following items shall be labeled:

1. Containers of regulated waste.
2. Refrigerators/freezers containing blood or other potentially infectious materials
3. Sharp instruments or tools disposal containers
4. Other containers used to store, transport or ship blood and other infectious materials
5. Laundry bags and containers.
6. Contaminated equipment.

Labels affixed to contaminated equipment shall indicate which portions of the equipment are contaminated.

BIOHAZARD LABELS



INFORMATION AND TRAINING

Having well-informed and educated employees is very important when attempting to eliminate or minimize employee exposure to bloodborne pathogens. Because of this, all employees who have the potential for exposure to bloodborne pathogens shall receive comprehensive training and shall be furnished as much information as possible on this issue.

This program was set up so that employees received the required training on or before October 1, 1992. Employees shall be retrained at least annually to keep their knowledge current. Additionally, all new employees, as well as employees changing jobs or job functions, who have the potential for exposure will be given any additional training required at the time of their new job assignment.

The Director of EHS is responsible for ensuring that all employees who have potential exposure to bloodborne pathogens receive this training.

Training Topics

The topics covered in the training program shall include, but shall not be limited to, the following:

1. The Bloodborne Pathogens Standard itself.
2. The epidemiology and symptoms of bloodborne diseases.
3. The modes of transmission of bloodborne pathogens.
4. The College's Exposure Control Plan.
5. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. A review of the use and limitations of methods that will prevent or reduce exposure, including engineering controls, work practice controls and personal protective equipment.
7. Selection and use of personal protective equipment including the types available, their proper use, location, removal, handling, decontamination, and disposal.
8. Visual warning of biohazards on the campus, including labels, signs, and "colored-coded" containers.
9. Information on the Hepatitis B Vaccine, including its efficacy, safety, method of administration benefits and the College's free vaccination program.

10. Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. Information on the post-exposure evaluation and follow-up provided by the College.

Training methods

The College's training presentations shall utilize several training techniques including, but not limited to, the following:

1. Classroom type atmosphere with personal instruction.
2. On-line training (Computer Based Training) and exam with option to ask trainer questions
3. Videotape programs
4. Employee handouts.

Recordkeeping

To facilitate the training of employees, and to document the training process, the Director of EHS shall send all training records to HR Services to maintain. Training records shall contain the following:

1. Dates of all training sessions.
2. Name of instructor.
3. Names and job titles of employees attending.

PROCEDURES

Contaminated Site Remediation

General

1. When feasible, the source individual should clean up potentially infectious material so as not to risk infecting someone else.
2. Bloodborne pathogen exposure plan trained individuals shall perform the clean-up.
3. Access to the affected area is to be regulated to prevent spreading.
4. All available and appropriate personal protective equipment is to be used.

5. Universal precautions are to be followed in all incidents.
6. Body substance isolation procedures are to be followed in all incidents.
7. A 1:10 concentration ratio of bleach to water or similar commercial cleaning agent shall be used.
8. Used cleaning rags, towels and disposable PPE shall be bagged and properly labeled as infectious waste in biohazard containers.
9. The Exposure Control Officer or his/her designee is to be notified and will arrange for storage and proper disposal.
10. Any broken glass will be picked up by mechanical means (e.g., brush and dust pan or tongs). Hands will not be used. Broken glass will be treated as sharps and disposed of in appropriate sharps containers.

Campus Laundry

General { Designated Contaminated Laundry Containers }

1. Any suspected contaminated clothing or linen will be isolated and placed in red biohazard bags.
2. When anyone other than the source individual has exposure to suspected contaminated clothing or linen, the Exposure Control Officer or his/her designee is to be notified immediately.
3. Contaminated uniforms and clothing are not to be taken from the work place to be laundered or cleaned at home.
4. Sports uniforms and clothing that are suspected to be contaminated will be collected in red biohazard bags contaminated containers in locker rooms.
5. Public Safety uniforms will be placed in containers provided by contracted Laundry Service. Labeled containers will be dry cleaned separately at contracted Laundry Service.
6. Laundry personnel shall use appropriate protective gloves to handle any contaminated laundry.

Biohazard Storage and Disposal

1. Biohazard storage containers are located at:
 - A. Health Services
 - B. Children's Center
 - C. Athletic Department's Training Rooms
 - D. Department of Facilities Management
 - E. Dining Services
 - F. Biology Department
2. On a regular schedule, but no longer that every 30 days, a trained Facilities Management employee will collect the bagged regulated waste from the above listed internal generator sites.
3. The biohazard labeled bags shall be transferred to a secure holding area at the Facilities Management building.
4. Each month a licensed hauler will pick up the accumulated infectious waste from Facilities Management holding areas for ultimate incineration.
5. The Exposure Control Officer is to be contacted when other collections are necessary.

DEFINITIONS

BODY SUBSTANCE ISOLATION (BSI) means assuming that all body fluids, whether they contain blood or not, are potentially infectious and that procedures are taken to avoid any contact with any body fluids.

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).

CONTAMINATED means the presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

CONTAMINATED LAUNDRY means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

CONTAMINATED SHARPS means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

DECONTAMINATION means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or items to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

EMPLOYEE means any person who is employed by Dickinson College, whether full or part time.

ENGINEERING CONTROLS means controls (e.g., sharps disposal containers, self sheathing needles) that isolate or remove the bloodborne pathogens hazard from the work place.

EXPOSURE CONTROL PLAN means a written policy and procedures to reduce the likelihood of exposure to blood or other potentially infectious materials by use of engineering controls and universal precautions.

EXPOSURE INCIDENT means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from an employee's duties.

HAND WASHING FACILITY means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

Appendix A:

Dickinson College Exposure Control Plan Training Certification

The Occupational Safety and Health Administration (OSHA) requires that all employees with a reasonably anticipated exposure to bloodborne pathogens be made aware of the Exposure Control Plan at their place of employment.

By signing this certification form at a training session, you acknowledge that you are aware of the Dickinson College Exposure Control Plan (DCECP) and the policies and procedures applicable to the OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030) and have attended a training session which included the training topics contained in this document. Your supervisor will provide required additional site-specific training.

PLEASE PRINT

NAME: _____

JOB TITLE: _____

EMPLOYEE ID #: _____

EMPLOYMENT START DATE: _____

TODAY'S DATE: _____

SUPERVISOR'S NAME: _____

SIGNATURE: _____

Verification of Training

I certify that the employee above has received Bloodborne Pathogens Training as required by 29 CFR 1910.1030 and the Dickinson College Exposure Control Plan.

NAME OF TRAINER: _____

TITLE OF TRAINER: _____

TODAY'S DATE: _____

SIGNATURE OF TRAINER: _____

Appendix B:
Bloodborne Pathogens Site-Specific Training Checklist

Dear Supervisor:

_____ has completed the following training as
(Print Employee's Name Here)

required by the Bloodborne Pathogen Standard (29 CFR 1910.1030) on

(Date of Training)

Bloodborne Pathogens
Initial Training

Bloodborne Pathogens
Refresher Training

In order to complete the training requirements of the Bloodborne Pathogens Standard (29 CFR 1910.1030), please review the site-specific training items listed below with the employee. Please check each item as it is reviewed or write N/A if it is not applicable to your work area. Once completed, please sign and date the bottom of the checklist. Keep a copy of the completed form for your files. Return the original to: William J. Shoemaker, Exposure Control Officer. Once the form is received, the employee's training will be documented and a training certificate will be issued. Thank you for your cooperation and assistance.

Specific Work Practices

_____ Discussion of tasks that may involve handling potentially infectious materials and how to perform such tasks in a manner that reduces risk of exposure.

Personal Protective Equipment (PPE)

_____ Explanation of what kinds of PPE are required for specific tasks

_____ How to use the PPE

_____ Location and Availability of PPE

_____ Maintenance and reusable PPE (cleaning, storage, and inspection)

Engineering Controls

_____ Location and operation of eyewash facilities

_____ Explanation of engineering controls that are specific to the work environment (e.g., sharps containers, biological safety cabinets, mechanical pipettes, safer sharps devices, etc. . .)

Biohazardous Waste Handling

- _____ Discussion and clarification of which wastes generated in the work area are biohazardous and how those items are to be segregated, stored, transported, treated, and disposed of.
- _____ Review of procedures for on-site treatment methods (e.g., proper use of autoclave for waste decontamination purposes)
- _____ Review of hazardous waste labeling and pick-up procedures as they apply to the work area.

Spill Response/Exposure Incident Response/Exposure Control Plan

- _____ Review of work area’s procedure for handling spills of potentially infectious materials (including the location and availability of biohazard spill kits)
- _____ Review of exposure incident response procedure
- _____ Location of the Dickinson College Exposure Control Plan

Verification of Training

I certify that the employee above has received BBP Site-Specific Training as required by 29 CFR 1910.1030 and the Dickinson College Exposure Control Plan.

NAME OF EMPLOYEE: _____

SIGNATURE OF EMPLOYEE: _____

TODAY’S DATE: _____

NAME OF SUPERVISOR: _____

SIGNATURE OF SUPERVISOR: _____

TODAY’S DATE: _____

I have had information/training provided to me about the Hepatitis B vaccination. I believe I understand the benefits and risks involved and ask that the vaccine be given to me.

NAME: _____

SIGNATURE: _____

DATE: _____

For Clinic Use

	Dose #1	Dose #2	Dose #3	Titer
Date Administered				
Vaccine Administered				
Vaccine Manufacturer				
Vaccine Lot #				
Expiration Date				
Method & Site of Injection				
Signature of Administrator				
Title of Administrator				

Please return completed form to William Shoemaker, Dickinson College, 5 N. Orange Street, Carlisle, PA 17013.

Appendix C:
Vaccine Declination Form

Sharps Injury Log

Date/Time _____ Incident ID # _____

Exposed's Date of Birth _____ Male/Female _____

Exposed's Job Classification _____

Task/Procedure Being Performed _____

Department/Location of Injury _____

Description of the Exposure Incident _____

Body Part(s) Injured _____

Identity of Sharp Involved

Type _____

Brand _____

Model _____

Did the Exposure Incident Occur

- During use of the sharp
- Between steps of a multi-step procedure
- After use and before disposal of sharp
- While putting the sharp into disposable container
- Sharp left in inappropriate place (table, bed, etc. . .)
- Other _____

Did the device being used have engineered sharps protection?

Yes No don't know

Was the protective mechanism activated?

Yes--fully Yes-partially No

Did the exposure incident occur:

before during after activation

Exposed Employee

If sharp had no engineered sharps injury protection, do you have an opinion that such a mechanism could have prevented the injury?

Yes No

Explain _____

Do you have an opinion that any other engineering, administrative, or work practice control could have prevented the injury?

Yes No

Explain _____

This form will be completed by the exposure control officer through interviews and maintained in accordance with 29 CFR 1904.33.

**Appendix E:
Bloodborne Pathogen Train-the-Trainer Program**

Goals of the Program:

The goal of the Train-the-Trainer program is to establish a minimum standard in bloodborne pathogen (BBP) training curriculums among Dickinson College departments that perform their own BBP training. This will be accomplished by providing additional training and resource materials for individuals who are designated as qualified trainers in such departments.

Trainers will attend an annual Train-the-Trainer seminar provided by the Exposure Control Officer to enhance their knowledge of bloodborne pathogens, the Dickinson College Exposure Control Plan, and OSHA's regulatory requirements.

Trainers will also receive training materials to use in their presentations that cover the minimum required elements for initial BBP training. Upon request, the Exposure Control Officer will work with trainers to develop department-specific training.

Program Content:

The Train-the-Trainer course will include a review of all topics covered in the bloodborne pathogen initial training course. Specifically, the following topics will be addressed:

1. Regulatory requirements of the OSHA Bloodborne Pathogen Standard
2. Dickinson College Exposure Control Plan
3. Principles of Exposure Control
4. Personal Protective Equipment Selection
5. Bio-hazardous Waste Handling
6. Hepatitis B Vaccination Program
7. Exposure Incident Response
8. Recordkeeping

Program Maintenance:

Trainers who have attended the Train-the-Trainer course will from time to time receive from the Exposure Control Officer updated information regarding the Exposure Control Plan and regulatory requirements to include in their training.

Trainers will be required to attend an annual update meeting to maintain their status as departmental BBP trainers. This annual meeting is essential to assure that all trainers receive information regarding any program changes and to exchange ideas for increasing the effectiveness of the BBP programs at Dickinson College.

Trainer Qualifications:

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will

address. Persons with strong biological backgrounds such as healthcare professionals, industrial hygienists, epidemiologists, etc. . . are good candidates for trainers as long as they are knowledgeable in the subject matter. Furthermore, the trainer must be able to answer questions as a question and answer period must be provided in employee training. Remember, the trainer must present the training in a manner appropriate to the employee's educational, literacy, and language background so that the employee understands the training.