Exposure Control Plan

Introduction

Objective:
This Bloodborne Pathogens Exposure Control Plan (ECP) is designed to minimize the potential for occupational exposure to bloodborne pathogens and other potentially infectious materials (OPIM) in the City. It also will provide direction for correctly responding to incidents that may occur in the workplace.

The City is committed to providing a safe work environment for all. Through this ECP, we eliminate or minimize the possibility of infection. This program applies to all locations where the potential for exposure to bloodborne pathogens exists and for full-time, part-time, contract, and temporary employees, and volunteers.

[NOTE]: This document is not intended to serve as a substitute for OSHA's standards for bloodborne pathogens. For more information, please consult Bloodborne Pathogens, 29 CFR 1910.1030.

Outline of topics:

Exposure Control Plan

1. Program Administration

The Director of Risk Management and Support Services is responsible for implementing the Exposure Control Plan (ECP).

The ECP will be updated, maintained, and reviewed at least annually, including whenever necessary to include new or modified tasks or procedures. This will be done by the Director of Risk Management and Support Services, or the department Safety Leadership representative**.**

A copy of this plan will be made available to all employees during their work shifts and is located:

- Parks Maintenance Facility, 3310 86th Street. See Assistant Director of Parks and Facilities.
- Public Works Complex, 9401 Hickman Road - in the Public Works office. See Assistant Director for Public Works.
- Water Utility, 3720 86th Street - in the Water Utility office. See Distribution Manager for Water.
- Online at www.Urbandale.org/413/Employee-Intranet
- Alternatively, it can be found by contacting the Director of Risk Management and Support Services**.** The ECP will be available to all employees.

Training on this plan will be provided to new employees (or those newly assigned to a position covered under this plan), annually thereafter, and when tasks or procedures are added or changed, affecting employee exposure.

All other program administration and employer responsibilities will be set out in the body of this plan.

2. Exposure Determination

If any employees have an occupational exposure to blood or OPIM, an exposure determination is required. The determination of on-the-job risk is made without regard to PPE use. The Director of Risk Management and Support Services shall use **Appendix B – Exposure Determination** to categorize employees' job classifications into one of two categories and review and update annually:

- Category I: Job classifications in which all employees are exposed to blood or OPIM on a regular basis.
- Category II: Job classifications in which only some employees have occupational exposure.

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3. Compliance Methods

Introduction
The term “occupational exposure” is defined as reasonably anticipated skin, eye, mucous membrane, or other contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

In 29 CFR §1910.1030(b), OSHA defines OPIM to include:

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

(3) HIV-containing cells or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

All employees who have been determined to have occupational exposure to bloodborne pathogens must:

- Comply with the procedures and controls laid out in this plan.
- Participate in annual bloodborne pathogen refresher training.
- Understand which tasks they perform have potential for exposure.
- Use proper personal protective equipment (PPE) when working with blood or OPIM.

Appendix A – Glossary of Terms contains a list of words relating to bloodborne pathogens that are likely to be encountered in this program.

Universal Precautions

Universal Precautions is an approach to infection control that assumes that all human blood and other body fluids will be handled as if known to be infectious for HIV, HBV, or other bloodborne pathogens. All employees are required to use universal precautions at all times when contact with blood or OPIM is anticipated.

- Use appropriate PPE, including gloves, masks, and gowns.
- Use proper engineering and work practice controls to minimize exposure.

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Engineering Controls

Engineering controls are control measures that isolate or remove bloodborne pathogen hazards from the work environment. Examples include needleless systems, self-sheathing needles, and sharps containers.

- At least annually, or more frequently if needed, the Director of Risk Management and Support Services, or the department Safety Leadership representative shall review and consider any new technologies or safer medical devices that reduce or eliminate bloodborne pathogen exposures for employees that use them.
- In addition to management, input is wanted from non-managerial employees who are potentially exposed to injuries from contaminated sharps. Employees should share their ideas with their supervisor, Safety Leadership representative(s) or the Director of Risk Management and Support Services.

Work Practices Control

Work practice controls are behavior-based changes that reduce exposure, such as hygiene practices. Effective work practices include:

- Washing hands and any other body part that have come in contact with blood or OPIM with soap and water as soon as possible, or flush mucous membranes with water.
  - If handwashing facilities are not available, either antiseptic hand cleanser and clean towels or antiseptic towelettes should be used. If either of these methods is used, wash hands again with soap and water as soon as facilities are available.
- Food and drink should not be kept in locations where blood or OPIM may be present.
- Do not eat, drink, store food, apply cosmetics, or handle contact lenses in any potentially contaminated work area.
- Minimize splashing, spraying, spattering or spraying of droplets of blood or OPIM by using good technique and practices.

Both engineering and work practice controls will be used to minimize or attempt to eliminate exposure to bloodborne pathogens. If risk of exposure exists after these controls have been put into place, proper PPE should be utilized. Specific engineering and work practice controls used in the City include:

Citywide / Water Utility:

- All work areas should be kept clean and sanitary.
- All sharps must be disposed of in an approved sharps container.
- PPE must be worn anytime there is a potential for handling blood or OPIM.

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Public Works:

- Avoid handling any waste by hand. For example instead of pulling trash from a container, transport the container to a solid waste vehicle.
- If you must handle trash by hand, proper PPE must be used and includes the use of puncture resistant gloves.
- If you must come in contract with sewage (i.e. when handling a cleaning hose) you must use proper PPE, including waterproof gloves and eyewear.

Labels and Signs

Biohazard warning labels should be applied to:

- Containers of regulated waste
- Other containers used for storing, transporting, or shipping blood or OPIM

Labels should:

- Be fluorescent orange or orange-red and letters and symbols should be in a contrasting color.
- Be attached to the container containing biohazardous waste by some method that prevents its loss or unintentional removal.
- Include the universal biohazard symbol: 

BIOHAZARD

Exception: Red bags or red containers can be used as a substitute for labels.

Employees should notify the Director of Risk Management and Support Services, or the department Safety Leadership representative if they find any item in the facility without proper labelling.

Below lists specific equipment, items, or containers to be labelled in the City and the label type:

Item	Label Type
Sharps containers located at: • City Hall restrooms • Library public restrooms • Park Maintenance facility	Biohazard label

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Item	Label Type

• Police Station
  o Jail Ident. Room
  o Evidence Processing Room (#107)
  o CSI's equipment for crime scene processing
• Public Works facility
• Water Utility
	Biohazard label

Personal Protective Equipment

Personal protective equipment will be provided at no cost to employees who have occupational exposure. Management is responsible for:

- Determining the proper PPE for the tasks that employees will be performing. Training in its proper use and care and the limitations of PPE will be provided.
- Ensuring used PPE is cleaned, repaired, replaced or disposed of appropriately.

The PPE available to employees includes:

Citywide:

- Disposable gloves

Public Works - provided by supervisors

- Puncture resistant gloves
- Waterproof gloves
- Protective face shields
- Eyewear

All employees are required to use PPE when the risk of exposure to bloodborne pathogens exists. Examples of PPE include gloves, masks, and eye protection.

Whenever blood or OPIM can be reasonably anticipated to splash or spray near the face, masks must be worn in conjunction with eye protection or face shields.

Other general guidelines for PPE include:

- PPE should be available in all sizes and easily accessible to employees. Employees must ensure PPE fits correctly prior to use.
- Inspect PPE before use and ensure it is not torn, punctured, or soiled. All PPE should be sufficient to prevent blood or OPIM from soaking through or reaching the employees' clothing, skin, or mucous membranes during normal use.
- Remove all PPE if it has been contaminated or before leaving your work area.

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- Always wash hands after removal of PPE.
- When removing PPE, place it in the appropriately labelled area or container.

Guidelines specific to disposable gloves include:

- Wear gloves when there is a possibility of having contact with blood, OPIM, or contaminated objects or surfaces.
- Never reuse disposable gloves.
- Always wash your hands after removing gloves.
- Replace gloves as soon as possible if they have been contaminated or compromised by a tear or puncture.

Housekeeping

All work areas in the facility covered under this exposure control plan must be keep clean and sanitary. Some general cleaning guidelines include:

- Disinfect contaminated work surfaces when work is finished, whenever there is a spill of blood or OPIM, when the surfaces become overtly contaminated, and at the end of each work shift.
- Any broken glass should not be picked up with the hands; a brush and dustpan, tongs, or forceps should be used.
- All bins, pails, or other receptacles that are reusable and are likely to be contaminated by blood or OPIM must be decontaminated on a regular schedule or as soon as possible if known to be contaminated.

If a spill occurs involving blood or OPIM:

- Cordon off the area and put on the required PPE.
- Place absorbent materials on the spill.
- Pour disinfectant on and around the spill area and allow the disinfectant to sit for the required contact time.
- Collect the absorbent material and wipe up excess disinfectant and place the absorbent material and disposable PPE in a biohazard bag.
- The following disinfectants and methods for cleaning spills for this City facilities include:
    - Library:
        - Granular absorbents
        - Rubber gloves
        - Various disinfectants
    - Park Maintenance:
        - Absorbent pads and granular absorbents
        - Rubber gloves and face shields
        - Disinfectant spray or wipes

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- Public Works:
  - Absorbent pads and granular absorbents
  - Various disinfectants
- Water Utility:
  - Absorbent pads and granular absorbents
  - Rubber gloves and face shields
  - Disinfectant spray or wipes

Regulated waste

In 29 CFR §1910.1030(b), OSHA defines "regulated waste" as:

> …liquid or semi-liquid blood or [OPIM]; contaminated items that would release blood or [OPIM] in a liquid or semi-liquid state if compressed; items that are caked with dried blood or [OPIM] and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or [OPIM].

Regulated waste containers (not containing sharps) should be:

- Closable and constructed so that they can contain the contents and prevent fluids from leaking during handling.
- Labeled or color coded appropriately.
- Closed prior to the container being moved to prevent the contents from spilling or protruding during handling.

The procedure for disposal of full regulated waste containers is:

Citywide:

- All sharps disposed of in a sharps container.
- Material from spills may be disposed of in the trash.

Park Maintenance:

- Material from spills may be disposed of in a designated container and disposed of using labels or SDS (Safety Data Sheet) guidelines.

Handling sharps

Contaminated sharps and needles should not be bent, recapped, or removed from containers.

Sharps containers are an essential engineering control and must be closable, puncture-resistant, leak-proof on the sides and bottom, and labeled or color-coded.

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Other requirements for the use of sharps containers include:

- Keep the container upright and ensure containers are available in the immediate area where sharps may be found.
- Do not allow the container to overfill (no more than 2/3 full) and replace it routinely.
- Ensure that contaminated sharps are placed inside the sharps container as soon as possible after use.
- Close containers immediately before transport or replacement.
- Never reach inside of a sharps container for any reason.

The procedure for disposal of full sharps containers and empty containers can be found:

Citywide:

- The Urbandale Fire Department collects full sharps containers.

Public Works:

- Empty sharps containers are located in the Public Works shop.

Park Maintenance:

- Empty sharps containers are located in the Park Maintenance supply room.

Water Utility:

- Empty sharps containers are located in the Water Utility restroom.

The Director of Risk Management and Support Services, or the department Safety Leadership representative shall inspect, maintain and/or replace sharps containers currently in use.

Any percutaneous injury from contaminated sharps must be **reported to the Company Nurse, by calling 1-888-770-0928.** Information logged shall protect the confidentiality of the injured employee.

Transportation and Shipping

Safe practices regarding transportation and/or shipping of regulated waste or contaminated equipment include:

- Ensure that containers are closed prior to storage, handling, transport or shipping.
- Properly label or color-code all regulated waste containers when they leave the facility.
- If a container becomes contaminated with blood or OPIM on the outside, it should be placed inside of a secondary container which will prevent leakage and is also correctly labeled or color-coded.

- If the contents have the possibility of puncturing a container, it should be placed inside of a secondary container which is puncture-resistant, leak-proof and correctly labelled or color-coded.
- If equipment becomes contaminated with blood or OPIM, ensure it is decontaminated prior to servicing.
- If equipment cannot be fully decontaminated, ensure that portions remaining contaminated are clearly communicated via a prominent label attached to the equipment. Communicate this information to all people who may be involved in the shipping, handling, or servicing of the equipment.

Laundry

All contaminated laundry should be disposed of. Safety requirements involving laundry include:

- Handle contaminated laundry as little as possible.
- Employees who handle contaminated laundry must wear gloves and other necessary PPE.
- Place and transport contaminated laundry in labeled or color-coded containers.
- Wet, contaminated laundry should be contained in leak-proof bags or containers.

4. Employee Training

Training for employees with exposure to bloodborne pathogens will be provided:

- At no cost to the employee and during normal working hours
- Prior to starting work in a position with the possibility of exposure
- Annually following initial training
- When exposure risks change due to tasks or procedures being revised or added (only training on the specific changes needed in this case)

Training will be provided by the City or by a professional contractor, who shall be knowledgeable in the subject matter.

Training records will be documented and retained by the Director of Risk Management and Support Services.

OSHA requires that Exposure Control Plan training programs include the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard
- An explanation of the City's Exposure Control Plan and where to obtain a copy
- General information about bloodborne pathogens, including symptoms, epidemiology, and modes of transmission

- How to recognize tasks that may involve exposure to blood or OPIM and what constitutes an exposure incident
- An explanation of the required signs, labels and color-coding used
- How to utilize methods that will prevent or reduce exposure, including PPE, work practice controls, and engineering controls and the limitations involved with each
- An explanation of the types of PPE, how to properly select PPE for the task, where it is located and how to use it properly
- How to correctly remove PPE, decontaminate it, or dispose of it
- Information on the hepatitis B vaccine, including its safety, efficacy, method of administration, benefits of being vaccinated, and that it is free of charge
- What to do and who to contact in case of an exposure involving blood or OPIM
- An explanation of the process of post-evaluation and follow-up required after an employee has an exposure incident
- An interactive question and answer session with the trainer who is knowledgeable in the subject matter

5. Hepatitis B Vaccination

The Hepatitis B vaccine will be made available to all employees who have an occupational exposure:

- At no cost to employees after initial training
- Within 10 days of employees' initial assignment to jobs with occupational exposure (refer to Appendix B, Exposure Determination)

Information regarding where and how to receive the vaccination will be provided by the Human Resources Department.

The healthcare professional responsible for the employee's hepatitis B vaccination will be provided with a copy of OSHA's bloodborne pathogens standard.

Vaccination is encouraged unless the employee:

- Has already received the vaccination series
- Is already immune to hepatitis B (as demonstrated by an antibody test)
- Has a contraindication due to medical reasons

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All employees who to decline the vaccination must sign a declination form. If an employee declines the hepatitis B vaccine, but chooses to accept it at a later date, it will be made available at that time.

6. Post-Exposure Evaluation and Follow-Up

Post-exposure evaluation and follow-up will be provided for all employees who have an exposure incident on the job.

Exposure Incidents

In the event of an exposure in the workplace, **immediately contact The Company Nurse at 1-888-770-0928.**

Immediate first aid should include:

- Wash the exposed area thoroughly with soap and running water. Use non-abrasive antimicrobial soap.
- Flush the nose, mouth, or skin with splashes of water.
- Irrigate eyes with water or saline.

Follow-up

Immediately following an exposure incident, the employee will be provided a confidential medical evaluation and follow-up. The healthcare professional is given the following information:

- A description of the exposed employee's job duties that is relevant to the exposure incident.
- A description of the incident and routes of exposure.
- A result of the source individual's blood tests, if available.
- All relevant medical records and vaccination status of employee.

Follow-up would also include:

- Assuring that the results of the source individual's tests are made available to the exposed employee and informing them of the laws and regulations regarding confidentiality surrounding the source individual's identity and infection status
- Providing post-exposure prophylaxis for the exposed employee if medically indicated.
- Providing counseling and evaluation of illnesses.

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7. Recordkeeping

Medical Records

The Human Resource Department maintains the required medical records for each employee.

- Medical files must be kept on each employee with occupational exposure in accordance with OSHA's regulations for Access to Employee Exposure and Medical Records, 29 CFR 1910.1020.
- Records will be maintained for the duration of employment plus 30 years.
- Records will be kept confidential.

OSHA Recordkeeping

The Director of Risk Management and Support Services will evaluate all exposure incidents to determine if they meet OSHA's Recordkeeping Requirements, 29 CFR 1904, and take all necessary actions.

Training Records

All records of employee training are maintained by the Director of Risk Management and Support Services, or the department Safety Leadership representative for each employee. They will include:

- Training session dates with the name of trainer(s).
- Name and job titles of all employees attending training.
- Training records will be:
  - Provided to any employee requesting them within 15 working days.
  - Maintained in accordance with the City's Records Retention Policy.

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Appendix A: Glossary of Terms

The following terms are commonly used in the Exposure Control Plan, and are defined here using OSHA's definitions from 29 CFR 1910.1030.

Blood means human blood, human blood components, and products made from human blood.

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 the 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 and broken glass.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item 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.

Engineering Controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or other contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing Facilities means a facility providing an adequate supply of running potable water, soap, and single-use towels or air-drying machines.

Licensed Healthcare Professional is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

HBV means hepatitis B virus.

HIV means human immunodeficiency virus.

Needleless systems means, a device that does not use needles for:

(1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
(2) The administration of medication or fluids; or
(3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or other contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials means

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
3. HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps with engineered sharps injury protections means a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and

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alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

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Appendix B: Exposure Determination

The following is a list of all job classifications with occupational exposure to bloodborne pathogens. Exposure determinations were made regardless of PPE use and should be reviewed **annually**.

Job classifications or titles in which **all** employees have exposure risk	Tasks and procedures with exposure risks
Fire & EMS: • Assistant Chief • Fire Chief • Driver Engineer • Fire Marshal • Fire Fighter • Fire Lieutenant	All job classifications listed to the left: • EMS services, including basic and advance lifesaving techniques
Library: • Custodian	All job classifications listed to the left: • Cleaning of restrooms • Emptying trash and recyclable containers
Parks: • Park Maintenance Laborer • Facilities Maintenance Laborer • Turf Specialist	All job classifications listed to the left: • Emptying trash and recyclable containers • Cutting, grinding and power tool use • Facility Maintenance of restrooms and sanitary sewer plumbing
Police: • Chief • Captain • Sergeant • Lieutenant • Officer	All job classifications listed to the left: • Detention of and arrests of suspects • EMS services, including basic lifesaving techniques

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Job classifications or titles in which **all** employees have exposure risk	Tasks and procedures with exposure risks
Public Works: • Assistant Director of Public Works • Equipment Mechanic/Senior Mechanic • Laborer • Light/Heavy Equipment Operator • Public Works Supervisor • Sewer System Operator 1 & 2 • Solid Waste Collection Operator	All job classifications listed to the left: • Solid waste collections • Sanitary sewer maintenance, including cleaning and televising • Spill cleanup
Water Utility: • Backflow Coordinator • Distribution Supervisor • Operations Supervisor • Meter Technician • Laborer	All job classifications listed to the left: • Use of power tools, cutting tools and hand tools

Job classifications or titles in which **some** employees have exposure risk.	Tasks and procedures with exposure risks
Parks: • Park Maintenance Supervisor • Facilities Maintenance Supervisor • Facilities Maintenance Specialist • Senior Mechanic	All job classifications listed to the left: • First aid • Assisting staff with all types of park maintenance duties
Police: • Administrative Specialist • Administrative Technician • Community Service Officer	All job classifications listed to the left: • First aid and CPR

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Job classifications or titles in which **some** employees have exposure risk.	Tasks and procedures with exposure risks
<u>Library:</u> • Library Assistant • Library Page • Library Specialist	<u>All job classifications listed to the left:</u> • First aid • Handling and cleaning of printed materials or items
<u>Pool:</u> • Aquatics Program Supervisor • Lifeguard • Pool Facility Manager • Water Fitness Instructor • Water Safety Assistant • Water Safety Instructor	<u>All job classifications listed to the left:</u> • Cleaning of restrooms • Emptying trash and recyclable containers • First aid
<u>Recreation:</u> • Senior Center Administrative Assistant • Summer Kids Kamp Supervisor • Summer Recreation Intern • Youth in Parks Supervisor	<u>All job classifications listed to the left:</u> • First aid
<u>Water Utility:</u> • Utility's Management • Office Staff	<u>All job classifications listed to the left:</u> • First aid

Parks – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- ***Direct contact:*** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- ***Indirect contact:*** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- ***Respiratory droplet transmission:*** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must follow universal precautions at all times when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.
- Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles.

The City of Urbandale has an Exposure Control Plan and it can be found at the Parks Maintenance Facility by asking a supervisor or online at www.urbandale.org/413/employee-intranet.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-800-770-0928.

Parks engineering and work practice controls used include:

- Supervisors monitoring work activity for safety controls.
- Sharps container in Parks Maintenance Facility.
- Personal Protective Equipment (PPE).
- Absorbent pads, granular absorbents, disinfectant spray and wipes.

Positions in which all employees have an exposure risk (i.e. tree work, power tool usage and garbage collections) include:

- Park Maintenance Laborer
- Facilities Maintenance Laborer
- Turf Specialist

Positions in which some employees have exposure risk (i.e. park and facility maintenance duties) include:

- Park Maintenance Supervisor
- Facilities Maintenance Supervisor
- Facilities Maintenance Technician
- Senior Mechanic

Public Works – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- ***Direct contact:*** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- ***Indirect contact:*** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- ***Respiratory droplet transmission:*** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must follow universal precautions at all times when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.
- Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles.

The City of Urbandale has an Exposure Control Plan and it can be found at the Public Works Complex by asking a supervisor or online at www.urbandale.org/413/employee-intranet.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-800-770-0928.

Parks engineering and work practice controls used include:

- Avoid handling any waste by hand and use PPE if you must handle by hand.
- Use of PPE if you could come in contact with sewage.
- Dispose of sharps in the sharps container.
- Use of PPE for all work with blood or OPIM.
- Use of absorbent pads and granules, and disinfectants.

Positions in which all employees have an exposure risk (i.e. solid waste collections, sanitary sewer maintenance and spill cleanup) include:

- Assistant Director of Public Works
- Equipment Mechanic/Senior Mechanic
- Light/Heavy Equipment Operator
- Laborer
- Public Works Supervisor
- Sewer System Operator 1 & 2
- Solid Waste Collection Operator

City Administration – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- ***Direct contact:*** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- ***Indirect contact:*** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- ***Respiratory droplet transmission:*** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must follow universal precautions at all times when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.
- Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles.

The City of Urbandale has an Exposure Control Plan and it can be found online at www.urbandale.org/413/employee-intranet.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-800-770-0928.

City Administration engineering and work practice controls used includes:

- Avoid handling any waste by hand and use PPE if you must handle by hand.
- Dispose of sharps in the sharps container.
- Use of PPE if blood or OPIM is anticipated.
- Use of disinfectants.

Water – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- ***Direct contact:*** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- ***Indirect contact:*** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- ***Respiratory droplet transmission:*** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must follow universal precautions at all times when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.
- Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles.

The City of Urbandale has an Exposure Control Plan and it can be found at the Water Utility Office by asking a supervisor or online at www.urbandale.org/413/employee-intranet.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-800-770-0928.

Waters engineering and work practice controls used include:

- Supervisors monitoring work activity for safety controls.
- Dispose of sharps in the sharps container.
- Use of PPE if blood or OPIM is anticipated.
- Use of disinfectants.

Positions in which all employees have an exposure risk (i.e. cutting, grinding or power tool usage) include:

- Backflow Coordinator
- Distribution Supervisor
- Operations Supervisor
- Meter Technician
- Laborer

Positions in which some employees have exposure risk (i.e. medical assistance or handling garbage) include:

- Utility's management
- Office staff