



BLOUNT COUNTY GOVERNMENT EXPOSURE CONTROL PROGRAM

PLAN

Blount County Government is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist the County in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and work practice controls
 - Personal protective equipment
- Hepatitis B vaccination, Hepatitis A and Tdap vaccinations
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding an exposure incident

PROGRAM ADMINISTRATION

Program Administrator – Tim Tipton, Risk Manager

865-273-5776

tтиpton@blounttn.org

Program Assistant – Lindsey Jackson, Workers' Compensation Coordinator

865-273-5771

ljackson@blounttn.org



BLOUNT COUNTY GOVERNMENT EXPOSURE CONTROL PROGRAM

- Risk Management is responsible for the implementation of the ECP. Risk Management will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.
- Those employees who are deemed to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- Supervisors will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. Supervisor will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.
- Risk Management will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.
- Risk Management will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and it's representatives.

EMPLOYEE EXPOSURE DETERMINATION

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

<u>JOB TITLE</u>	<u>DEPARTMENT/LOCATION</u>
<u>Maintenance</u>	<u>All County Buildings</u>
<u>Custodial</u>	<u>All County Buildings</u>

The following is a list of job classifications at our establishment in which **some** employees have possible occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

<u>JOB TITLE</u>	<u>DEPARTMENT/LOCATION</u>	<u>TASK/PROCEDURE</u>
<u>Highway Employees</u>	<u>Highway Department/Operations Center</u>	<u>Ditching, etc.</u>
<u>Environmental Employees</u>	<u>Environmental Dept/Operations Center</u>	<u>Inspections</u>



BLOUNT COUNTY GOVERNMENT EXPOSURE CONTROL PROGRAM

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogen's standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting Risk Management. If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

Risk Management is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The engineering controls and work practice controls used are listed below:

- Use of proper PPE necessary for the specific job at hand will be utilized
- Sharps disposal containers are inspected and maintained or replaced by the Supervisor every 30 days or whenever necessary to prevent overfilling.
- Each facility identifies the need for changes in engineering control and work practices through review of OSHA records, employee interviews, committee activities, etc.
- Risk Management will evaluate new procedures or new products regularly by reviewing the newest literature and or trainings that are available.
- Both front line workers and management officials are involved in this process: Employees that are at risk of exposure may be interviewed to improve the process after an exposure.
- Risk Management will ensure effective implementation of these recommendations.



BLOUNT COUNTY GOVERNMENT EXPOSURE CONTROL PROGRAM

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training is provided by Risk Management in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows:

Gloves, eye protection, spill kits, etc.

PPE is located in a designated area and may be obtained through the Supervisor.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated, and before leaving the work area.
- Used PPE must be disposed of in the appropriate container.
- Wear appropriate gloves when it can be 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, contaminated, or if their ability to function as a barrier is compromised
- 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.
- Never wash or decontaminate disposable gloves for reuse.
- 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.
- Remove any garment contaminated by blood or OPIM immediately or as soon as feasible, in such a way as to avoid contact with the outer surface.

HEPATITIS B VACCINATION

Risk Management will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged. However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the



BLOUNT COUNTY GOVERNMENT EXPOSURE CONTROL PROGRAM

vaccination later at no cost. Documentation of refusal of the vaccination is kept in Risk Management.

Vaccination(s) will be provided by a Health Care Professional chosen by Risk Management. Site will be determined.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, the employee must contact Supervisor. Supervisor will then contact Risk Management at 865-273-5771.

An immediately available confidential medical evaluation will be conducted by a Licensed Healthcare Physician listed on the Employees Choice of Physician form. Following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed and documented on the Blood and OPIM Exposure Report as well as First Report of Injury.

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, the Provider may collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

Risk Management ensures that the health care professional evaluating an employee after an exposure incident receives the following:



BLOUNT COUNTY GOVERNMENT EXPOSURE CONTROL PROGRAM

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test

The employee may present the health care provider with previous medical records, including vaccination status.

The employee shall receive a copy of the health care provider's written opinion.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Risk Management 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
- protective equipment or clothing that was used at the time
- location of the incident
- procedure being performed when the incident occurred
- employee's training

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive training offered by Risk Management.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices,



BLOUNT COUNTY GOVERNMENT EXPOSURE CONTROL PROGRAM

and PPE

- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, hepatitis A vaccine and Tdap vaccine, including information on their efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccines will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- an opportunity for interactive questions and answers with the person conducting the training session.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years by Risk Management.

The training records include:

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

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to Risk Management.