



# University Policy

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|  |                            | Responsible Office:<br>Safety Program  |
|  | Effective Date: 05/01/2014 | Responsible Officer:<br>Safety Officer |

## POLICY STATEMENT

Northeastern Illinois University (the "University") is responsible for safeguarding its employees from potential hazards associated with occupational exposure to Bloodborne Pathogens (BBP), body fluids, and Other Potentially Infectious Materials (OPIM). The University's Exposure Control Program (ECP) was established in 1990 and revised in 2014 to assist applicable departments in developing their own specific Exposure Control Plans in order to eliminate or minimize employees occupational exposures to BBP, bodily fluids, and OPIM in compliance with 29 CFR 1910.1030 Occupational Exposure to Bloodborne Pathogens (BBP) Standard which is administered by the Occupational Safety and Health Administration and enforced by the Illinois Department of Labor.

Elements of the Exposure Control Program include, but are not limited to: Exposure Determination, Universal Precautions, Engineering Controls and Work Practices, Labeling and Signs, Employee Information and Training, Housekeeping, Hepatitis B Vaccinations and Post-Exposure Follow-up, Documentation and Record keeping.

Northeastern will annually evaluate the effectiveness of each component of this Exposure Control Program to assure employees are provided with a safe and healthy workplace in accordance with federal and state statutes.

The scope of this Exposure Control Program covers only those employees who Northeastern has determined are affected by way of either the job description or as determined by the University Safety Coordinator to have occupational exposure to BBP, body fluids, and OPIM in the course of their employment.

**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).

**Clinical Laboratory** means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.





Worker's Compensation Coordination  
Northeastern Illinois University Office of Human Resources assists in the coordination of claims with the State of Illinois.

1. EXPOSURE DETERMINATION



## 2. EXPOSURE CONTROL

### 2.1. UNIVERSAL PRECAUTIONS-STANDARD OPERATION PROCEDURE FOR BODY FLUIDS CLEAN UP

Precautions must be undertaken when dealing with body fluids of any types and amounts. It should be assumed that body fluids may contain the infectious HIV, HBV, or various other BBP and should be considered potentially infectious.

In order to protect the safety and health of University employees, visitors, patients, emergency responders, and Health Services staff, Northeastern mandates the use of Universal Precautions when performing specifically defined task, jobs, operations, or procedures. This program requires that at a minimum all employees use Universal Precautions as an accepted method of control to protect employees from exposure to all human blood and other potentially infectious materials.

### 2.2. ENGINEERING CONTROLS

Engineering controls are used to separate the employee from the hazard, thus reducing the employee exposure. The University will implement a sharps disposal and biohazard containers system to assure that all BBP hazards are isolated or removed from the workplace. Personal Protective Equipment (i.e. gloves, safety glasses) and Work Practice Controls are used to reduce exposure by altering the manner in which a task is performed (i.e. prohibiting recapping of needles by a two-handed technique).

### 2.3. WORK PRACTICES

Standard work practices that restrict body contact, eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses during the cleaning of bodily fluids shall be followed. Additional practices that shall be followed include, but are not limited to:

- Washing hands when gloves are removed and as soon as possible after skin contact with blood or other potentially infectious materials occurs;
- Changing street clothing when it becomes soiled; and
- Washing affected areas of the body.

Each affected department shall establish appropriate engineering controls and work practices to prevent exposures to BBP.



- Wear appropriate protective body coverings such as gowns, aprons, caps, and boots when occupational exposure is anticipated. The type and characteristics will depend upon the task and degree of exposure anticipated.

## 2.5. HOUSEKEEPING

Efforts to reduce workers' occupational exposures to blood, other potentially infectious materials, and regulated waste may include using specific housekeeping procedures for the cleaning and sterilization of the work environment. These procedures will be based upon the location of the facility, the type of surface to be cleaned and other environmental factors in the area and will be conspicuously displayed.

Departmental procedures on decontamination of facilities shall include, but are not limited to, the following guidelines:

- Clean and sterilize all equipment and environmental and work sur g17(es)-d otnat>>BDC nc(s)-3(uet>>Bd (e



and place. All procedures will be performed by a licensed health care professional and in accordance with the U.S. Department of Health and Human Services current procedures.

### 3.1. NEEDLE STICK INJURY PROCEDURES

During the course of work, employees may be exposed to injury from needles or glass that may have been exposed to BBP, including but not limited to HIV or HBV. In the event of such an injury the following procedures shall be followed:

- Clean-Up – Employee: Immediately clean the injured area of the body in the manner following previous training. This includes thoroughly washing the affected body part (s) with strong soap and with antibacterial and antiviral soap as soon as possible afterwards.
- Clean-Up -- Needle, Glass, or Sharp Object : The employee should not attempt to secure the sharp object, but should call his/her Department Head after cleanup. The Department Head will ensure that a qualified individual carefully secures the needle, glass, or sharp object in a separate and marked sharps container and forwards to the occupational health provider for testing purposes.
- Reporting : Employees will report the needle stick injury to his/her Department Head immediately. The Department Head will report the needle stick injury to the Workers Compensation Coordinator and Safety Coordinator.

#### Department Head Investigation



- employee is assigned to a new department or job function. Employees will also receive training when there is a modification of tasks or procedures.
- Affected employees should know about the existence, availability and location of the written Exposure Control Program, emergency response and first aid equipment and procedures, and accessible copy of the OSHA regulations and any specific explanations of how the OSHA Standard affects the workplace.
  - Affected employees will receive specific training on the epidemiology, symptoms, and modes of transmission of Blood Borne Pathogens.
  - Affected employees will receive specific training about the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
  - Affected employees will receive specific training about use and limitations of various methods that employees can use to prevent or reduce exposure including engineering controls, work practices, and personal protective equipment. They should understand the proper process for selecting, using, storing, handling, decontamination, and disposal of the personal protective equipment.
  - Affected employees will receive specific training about the facility program to provide Hepatitis B vaccination series, post-exposure evaluation, and follow-up if any employee is involved with a BBP exposure incident. Employees should understand the basics of the Hepatitis B vaccine, its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccination will be offered free of charge to the employee.
  - Affected employees will receive specific training about the program to assure that areas with BBP are posted with signs and that all containers of potentially infectious blood, blood components, or blood products at this facility must be properly labeled.

Employees will receive specific training by their department head and/or supervisor about their potential for occupational exposures to BBP and OPIM and are provided an opportunity for questions and answers during that training program.

## 5. DOCUMENTATION AND RECORDKEEPING

A copy of this Exposure Control Program, including Medical records, Hepatitis B vaccination series status, training program content and attendance records, and any other program materials and information will be kept in the Office of Human Resources. Department specific Exposure Control Plans will be retained within each respective department. After consultation with University Counsel, records will be made available upon request to regulatory agency officers, employees, and employee representatives.



This procedure followed excerpts from the Occupational Exposure to blood borne pathogens, brochure by U.S. Department of Labor, OSHA 3127, dated 1992.

## HISTORY

Formerly Administrative Memorandum No. 68 – Bloodborne Pathogen Policy and Exposure Control Plan, effective dated 03/01/1995

Appendix A – Northeastern Exposure Control Plan Template

- Local Medical Emergency Response  
Peterson Occupational Health (773) 910-9514  
(773) 989-3800  
Chicago Fire Department paramedics 9-911



Exposure Control Program

Responsible Officer: Safety Officer



