

**Premier Education Corporation**  
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**Premier Education Corporation**  
**12901 Ramona Blvd Ste D**  
**Irwindale, CA 91706**

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**1. BLOODBORNE PATHOGENS DEFINITIONS**

**DEFINITIONS:** For purposes of Premier Education Corporation's Bloodborne Pathogens Safety Plan, the following will apply:

**Assistant Secretary** means the Assistant Secretary of Labor for Occupational Safety and Health, or designated representative.

**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.

**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 that 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 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.

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**Director** means the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

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

**Hand Washing Facilities** means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

**HBV** means hepatitis B virus.

**HIV** means human immunodeficiency virus.

**Infection Control** means preventing the spread of bacterial and/or viral disease caused by the presence in the body of the microorganisms.

1. Personal protective equipment is provided to employees, and in all appropriate locations.
2. Potential occupational exposure will be identified and documented.
3. Training and information program will be provided for employees exposed to or potentially exposed to blood and/or body fluids.
4. Infection control procedures will be instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment.
5. Employees are aware of specific workplace practices to follow when appropriate? (Hand washing, handling sharp instruments, disposal of contaminated materials, reusable equipment.).

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6. The necessary equipment is (i.e. mouth-pieces, resuscitation bags, other ventilation devices) provided for administering mouth-to-mouth resuscitation.
7. Supplies and equipment are available such as biohazard bags and labels, detergent and disinfectants to clean up spills.

**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.

**Occupational Exposure** means reasonably anticipated skin, eye, mucous membrane, or potential 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 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).
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.

**Parenteral** means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

**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

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**Production Facility** means a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

**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.

**Research Laboratory** means a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

**Sharps** means any object used or encountered in the industries covered by subsection (a) that can be reasonably anticipated to penetrate the skin or any other part of the body, and to result in an exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken capillary tubes, exposed ends of razors, dental wires and dental knives, and drills.

**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 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.

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**Work Practice Controls** means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

**2. EXPOSURE CONTROLS**

**A. Exposure Control Plan:**

1. Premier Education Corporation has employee(s) with occupational exposure and will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure. Premier Education Corporation will ensure that a copy of the Exposure Control Plan is accessible to employees.
2. The Exposure Control Plan will be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.
3. The Exposure Control Plan will be made available to the Assistant Secretary and the Director upon request for examination and copying.

**B. Exposure Control Plan Information for Sharps:**

1. Premier Education Corporation has an employee(s) with occupational exposure and will prepare an exposure determination.
2. Lists of all job classifications in which all employees in those job classifications have occupational exposure and communicate the hazards to employees.
3. A list of job classifications in which some employees have occupational exposure.
4. A list of all tasks and procedures or groups of closely related task and employees in job classifications perform procedures in which occupational exposure occurs and that this exposure determination will be made without regard to the use of personal protective equipment.

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5. Implement an effective procedure for gathering the information required by the Sharps Injury Log.
6. Implement a procedure for the evaluation of circumstances surrounding exposure incidents, an effective procedure for identifying currently available engineering controls.
7. Select controls for the procedures performed by employees in their respective work areas or departments.
8. Review and update at least annually the procedures that reflect new or modified tasks that affect occupational exposure.
9. Review and evaluate the exposure incidents that occurred since the previous update.
10. Contaminated sharps are prohibited from being bent, recapped, or removed from sharp containers.
11. Sharps containers are not opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of sharps injury.
12. Sharps containers are rigid, puncture resistant; leak proof on the sides and bottom and portability to ensure easy access by the user.
13. Sharps containers are accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found.
14. Shearing or breaking of contaminated needles and other contaminated sharps is prohibited and disposable sharps prohibited from being reused.
15. Personal protective equipment (gloves that can't be torn, punctured, or cut with the ability to function as a barrier and goggles) is used when the sharps are filled with hazardous fluid.
16. The "One-Hand Technique" procedure is used when the needle of a reusable syringe is capped in a sterile manner during use. The technique employed will require the use of only the hand holding the syringe so that the free hand is not exposed to the uncapped needle.



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**C. Exposure Determination:**

1. Premier Education Corporation has an employee(s) with occupational exposure and will prepare an exposure determination.
2. Employees that are first aid providers are vaccinated with the hepatitis B vaccine. Provision for the full hepatitis B vaccination series should be made available, at no cost to the employee: as soon as possible.
3. This exposure determination will be made without regard to the use of personal protective equipment.

**D. Methods of Compliance:**

1. **General.** Universal precautions will be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid
2. **Specific.** Types is difficult or impossible, all body fluids will be considered potentially infectious materials.

**E. Engineering and Work Practice Controls:**

1. Engineering and work practice controls will be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment will be used.
2. Engineering controls will be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
3. Premier Education Corporation will provide hand-washing facilities that are readily accessible to employees.
4. When provision of hand washing facilities is not feasible, Premier Education Corporation will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands will be washed with soap and running water as soon as feasible.

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5. Premier Education Corporation will ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
6. Premier Education Corporation will ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
7. Contaminated needles and other contaminated sharps will not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
8. Immediately or as soon as possible after use, contaminated reusable sharps will be placed in appropriate containers until properly reprocessed. These containers will be:
  - a. Puncture resistant;
  - b. Labeled or color-coded in accordance with this standard;
  - c. Leak proof on the sides and bottom.
9. Premier Education Corporation's will establish and maintain a Sharps Injury Log that is a record of each exposure incident involving a sharp. The exposure incident will be recorded on the log within 14 working days of the date the incident is reported to Premier Education Corporation.
10. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
11. Food and drink will not be kept in refrigerators, freezers, shelves, and cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.

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12. All procedures involving blood or other potentially infectious materials will be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
13. Mouth suctioning of blood or other potentially infectious materials is prohibited.
14. If outside contamination of the primary container occurs, the primary container will be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping and is labeled or color coded according to the requirements of this standard.
15. Equipment that may become contaminated with blood or other potentially infectious materials will be examined prior to servicing or shipping and will be decontaminated as necessary, unless Premier Education Corporation can demonstrate that decontamination of such equipment or portions of such equipment is not feasible.
  - a. A readily observable label will be attached to the equipment stating which portions remain contaminated.
  - b. Premier Education Corporation will ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, and prior to handling, servicing, or shipping so that appropriate precautions will be taken.
  - c. Type and brand of sharp involved in the exposure incident.
  - d. A description of the exposure incident which will include:
    1. Job classification of the exposed employee.
    2. Department or work area where the exposure incident occurred.
    3. The procedure that the exposed employee was performing at the time of the incident.
    4. How the incident occurred.
    5. The body part involved in the exposure incident.

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**3. PERSONAL PROTECTIVE EQUIPMENT EXPOSURE CONTROLS**

1. Premier Education Corporation will provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. Premier Education Corporation will ensure that the employee uses appropriate personal protective equipment unless Premier Education Corporation shows that the employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed increased hazard to the safety of the worker or co-worker.
4. When the employee makes this judgment, the circumstances will be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

**Accessibility:**

1. Premier Education Corporation will ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees.
2. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves normally provided.

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### **Cleaning, Laundering, and Disposal:**

Premier Education Corporation will clean, launder, and dispose of personal protective equipment at no cost to the employee.

### **Repair and Replacement:**

1. Premier Education Corporation will repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.
2. If blood or other potentially infectious materials penetrate a garment, the garment will be removed immediately or as soon as feasible.
3. All personal protective equipment will be removed prior to leaving the work area.
4. When personal protective equipment is removed it will be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

### **Gloves:**

1. Gloves will be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; and when handling or touching contaminated items or surfaces.
2. Disposable (single use) gloves such as surgical or examination gloves will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
3. Disposable (single use) gloves will not be washed or decontaminated for re-use.
4. Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

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5. If an employee in a volunteer blood donation center judges that routine gloving for all phlebotomies is not necessary then Premier Education Corporation will periodically reevaluate this policy make gloves available to all employees who wish to use them for phlebotomy, not discourage the use of gloves for phlebotomy; and require that gloves be used for phlebotomy in the following circumstances.
6. When Premier Education Corporation's employee has cuts, scratches, or other breaks in his or her skin or the employee judges that hand contamination with blood will occur, the employee will wear appropriate gloves.

**Masks, Eye Protection, and Face Shields:**

1. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, will be worn whenever splashes spray, spatter, or droplets of blood or OPIM will be generated and eye, nose, or mouth contamination can be reasonably anticipated.
2. Surgical masks are not to be used as respirators.

**Gowns, Aprons, and Other Protective Body Clothing:**

1. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments will be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.
2. Surgical caps or hoods and/or shoe covers or boots will be worn in instances when gross contamination can reasonably be anticipated (e.g., autopsies, orthopedic surgery).

**4. GENERAL HOUSEKEEPING**

1. Premier Education Corporation will ensure that the employee break worksite is maintained in a clean and sanitary condition.

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- 2.** Premier Education Corporation will determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.
  
- 3.** All equipment and environmental and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials.
  - a.** Contaminated work surfaces will be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.
  
  - b.** All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials will be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
  
  - c.** Broken glassware that may be contaminated will not be picked up directly with the hands. It will be cleaned up using mechanical means, such as a brush and dustpan.
  
  - d.** Medical waste and sharps that are contaminated with blood or other potentially infectious materials will not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
  
  - e.** Contaminated sharps will be discarded immediately or as soon as feasible in containers that are: closable, puncture resistant; leak proof on sides and bottom; and labeled or color-coded in accordance with this standard.

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**Other Regulated Waste Containment:**

1. Regulated waste will be placed in containers that are: closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping, labeled or color-coded in accordance with this standard; and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
2. When personal protective equipment is removed it will be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
3. If outside contamination of the regulated waste container occurs, it will be placed in a second container. The second container will be: closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping, labeled or color-coded; and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
4. Disposal of all regulated waste will be in accordance with applicable regulations of the United States, States and Territories, and political subdivisions of States and Territories.

**Laundry:**

1. Contaminated laundry will be handled as little as possible with a minimum of agitation.
2. Contaminated laundry will be bagged or containerized at the location where it was used and will not be sorted or rinsed in the location of use.
3. Contaminated laundry will be placed and transported in bags or containers labeled or color-coded. When a facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.



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4. Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through of or leakage from the bag or container, the laundry will be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.
5. Premier Education Corporation will ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.
6. When a facility ships contaminated laundry off-site to a second facility that does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers that are labeled or color-coded

**5. HEPATITIS B VACCINATIONS AND POST-EXPOSURE EVALUATION**

1. Premier Education Corporation will make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up for bloodborne pathogens exposure to all employees who have had an exposure incident.
2. When Premier Education Corporation is also acting as the evaluating health care professional, they will advise an employee following an exposure incident that the employee will refuse to consent to post-exposure evaluation and follow-up from Premier Education Corporation's healthcare professional.
3. When consent is refused, Premier Education Corporation will make immediately available to exposed employees a confidential medical evaluation and follow-up from a healthcare professional other than the exposed employee's employer.
4. Designated first aid providers who have occupational exposure are not required to be offered pre-exposure hepatitis B vaccine when the primary job assignment of such designated first aid providers is not the rendering of first aid.

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5. Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.
6. Provisions for a reporting procedure that ensures that all first aid incidents involving the presence of blood or OPIM will be reported to Premier Education Corporation before the end of work shift during which the first aid incident occurred.
7. The report must include the names of all first aid providers who rendered assistance, regardless of whether personal protective equipment was used and must describe the first aid incident, including time and date.
8. The description must include a determination of whether or not, in addition to the presence of blood or OPIM, an exposure incident.
9. Provision for the full hepatitis B vaccination series to be made available as soon as possible, but in no event later than 24 hours, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or OPIM regardless of whether or not a specific exposure incident.
10. Premier Education Corporation will ensure that all medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow up, including prophylaxis, are:
  - a. Made available at no cost to the employee.
  - b. Made available to the employee at a reasonable time and place.
  - c. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare profession.
  - d. Provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place.

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11. Premier Education Corporation will ensure that an accredited laboratory at no cost to the employee conducts all laboratory tests.

**Hepatitis B Vaccination:**

1. Hepatitis B vaccination will be made available after the employee has received the required training and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.
2. Premier Education Corporation will not make participation in a prescreening program a prerequisite for receiving hepatitis B vaccination.
3. If the employee initially declines hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, Premier Education Corporation will make available hepatitis B vaccination at that time.
4. Premier Education Corporation will assure that employees who decline to accept hepatitis B vaccination offered by Premier Education Corporation sign the statement HEPATITIS B VACCINE DECLINATION.
5. A routine booster dose of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, Premier Education Corporation will make such booster dose available.
6. The CDC recommends that employees who have ongoing contact with patients or blood and are at on going risk for injuries with sharp instruments or needle sticks be tested for antibody to Hepatitis B surface antigen, one to two months after the completion of the three-dose vaccination series. Employees who do not respond to the primary vaccination series must be revaccinated with a second three-dose vaccine series and retested. Non-responders must be medically evaluated.

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### **Post-exposure Evaluation and Follow-up:**

Following a report of an exposure incident, Premier Education Corporation will make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- 1.** Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- 2.** Identification and documentation of the source individual, unless Premier Education Corporation can establish that identification is infeasible or prohibited by state or local law.
  - a.** The source individual's blood will be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Premier Education Corporation will establish that legally required consent cannot be obtained.
  - b.** When law does not require the source individual's consent, the source individual's blood, if available, will be tested and the results documented.
  - c.** When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
  - d.** Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
  - e.** The exposed employee's blood will be collected as soon as feasible and tested after consent is obtained.
  - f.** If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample will be preserved for at least 90 days.

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- g.** If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.

**Information Provided to the Healthcare Professional:**

- 1.** Premier Education Corporation will ensure that the health-care professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation.
- 2.** Premier Education Corporation will ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

  - a.** A copy of this regulation;
  - b.** A description of the exposed employee's duties as they relate to the exposure incident,
  - c.** Documentation of the route(s) of exposure and circumstances under which exposure occurred;
  - d.** Results of the source individual's blood testing, if available; and
  - e.** All medical records relevant to the appropriate treatment of the employee including vaccination status that is Premier Education Corporation's responsibility to maintain.

**Healthcare Professional's Written Opinion:**

Premier Education Corporation will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

- 1.** The healthcare professional's written opinion for Hepatitis B vaccination will be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
- 2.** The healthcare professional's written opinion for post-exposure evaluation and follow up will be limited to the following information:

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- a. That the employee has been informed of the results of the evaluation.
- b. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- c. All other findings or diagnoses will remain confidential and will not be included in the written report.

**6. MEDICAL RECORD KEEPING**

Medical records required by this standard will be maintained

**Communication of Hazards to Employees Labels and Signs**

**Labels:**

1. Warning labels will be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials.
2. Labels required by this section will include the following legend:



3. These labels will be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

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4. Labels will be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
5. Red bags or red containers may be substituted for labels.
6. Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements.
7. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.
8. Labels required for contaminated equipment will be in accordance with this paragraph and will also state which portions of the equipment remain contaminated.
9. Regulated waste that has been decontaminated need not be labeled or color-coded.

**Premier Education Corporation will post signs at the entrance to medical hazardous work areas.**



1. **Name of the Infectious Agent**

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- 2. Special requirements for entering the area**
- 3. Name, telephone number of the laboratory director or other responsible person.**

These signs will be fluorescent orange-red or predominantly so, with lettering and symbols in a contrasting color.

**7. EXPOSURES INFORMATION AND TRAINING**

1. Premier Education Corporation will ensure that all employees with occupational exposure participate in a training program that will be provided at no cost to the employee and during working hours.
2. Training will be provided as follows:
  - a. At the time of initial assignment to tasks where occupational exposure may take place.
  - b. Within 90 days after the effective date of the standard, and at least annually thereafter.
3. Training records will include the following information:
  - a. The dates of the training sessions;
  - b. The contents or a summary of the training sessions;
  - c. The names and qualifications of persons conducting the training;
  - d. The names and job titles of all persons attending the training sessions.
  - e. Training records will be maintained for 3 years from the date on which the training occurred.



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7. For employees who have received training on bloodborne pathogens in the year preceding the effective date of the standard, only training with respect to the provisions of the standard which were not included need be provided.
8. Annual training for all employees will be provided within one year of their previous training.
9. Premier Education Corporation will provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
10. Material appropriate in content and vocabulary to educational level, literacy, and language of employees will be used.
11. The training program will contain at a minimum the following elements:
  - a. A general explanation of the epidemiological and symptoms of bloodborne diseases.
  - b. An explanation of the modes of transmission of bloodborne pathogens.
  - c. An explanation of Premier Education Corporation's exposure control plan and the means by which the employee can obtain a copy of the written plan.
  - d. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
  - e. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
  - f. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

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- g.** An explanation of the basis for selection of personal protective equipment.
- h.** Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- i.** Information on the appropriate actions to take for persons to contact in an emergency involving blood or other potentially infectious materials.
- j.** 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.
- k.** Information on the types, proper use, location, removal, provide for the employee following an exposure incident;
- l.** An explanation of the signs and labels and/or color-coding.
- m.** An opportunity for interactive questions and answers with the person conducting the training session.

**8. RECORD KEEPING MEDICAL RECORDS**

- 1.** Premier Education Corporation will establish and maintain an accurate record for each employee with occupational exposure.
- 2.** This record will include:
  - a.** The name and social security number of the employee;
  - b.** A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.

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- c. A copy of all results of examinations, medical testing, and follow up procedures will be recorded by Premier Education Corporation.
- d. Premier Education Corporation's copy of the healthcare professional's written opinion.
- e. A copy of the information provided to the healthcare professional.

**Confidentiality:**

Premier Education Corporation will ensure that employee medical records are kept confidential.

- 1. Kept confidential; and
- 2. Not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this section or as may be required by law.
- 3. Premier Education Corporation will maintain the records required by paragraph (h) for at least the duration of employment plus 30 years.

**Availability:**

- 1. Premier Education Corporation will ensure that all records required will be maintained by this section will be made available upon request to the Management for examination and copying.
- 2. Employee training records required by this paragraph will be provided upon request for examination and copying to employees, to employee representatives, and to the Management
- 3. Employee medical records required by this paragraph will be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee.

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**Transfer of Records:**

1. Premier Education Corporation will comply with the requirements involving transfer of records.
2. If Premier Education Corporation ceases to do business and there is no successor to receive and retain the records for the prescribed period, Premier Education Corporation will notify Management, at least three months prior to their disposal and transmit them to a safe storage place within a three-month period.

**9. MEDICAL REGULATED WASTE**

1. Regulated waste not consisting of sharps will be disposed of in containers that are closable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping, labeled and color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
2. If outside contamination of a container of regulated waste occurs, it will be placed in a second container. The second container will be closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping, labeled and color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
3. Specimens of blood or OPIM will be placed in a container that prevents leakage during collection, handling, processing, storage, transport, or shipping.
4. The container for storage, transport, or shipping will be labeled or color-coded and closed prior to being stored, transported, or shipped.
5. When Premier Education Corporation utilizes Universal Precautions in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided the containers are recognizable as containing specimens.

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6. This exemption only applies while such specimens/containers remain within the facility. Labeling or color-coding is required when such specimens/ containers leave the facility.
7. If outside contamination of the primary container occurs, the primary container will be placed within a second container which prevents leakage during collection, handling, processing, storage, transport, or shipping and is labeled or color-code.
8. If the specimen could puncture the primary container, the primary container will be placed within a secondary container that is puncture-resistant in addition to the above characteristics.
9. Equipment which will become contaminated with blood or OPIM will be examined prior to servicing or shipping and will be decontaminated as necessary, unless Premier Education Corporation can demonstrate that decontamination of such equipment or portions of such equipment is not feasible or will interfere with a manufacturer's ability to evaluate failure of the device.
10. Information concerning all remaining contamination will be conveyed to all affected Premier Education Corporation's employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

**10. CLEANING AND DECONTAMINATION OF THE WORKSITE**

1. Premier Education Corporation will ensure that the worksite is maintained in a clean and sanitary condition.
2. Premier Education Corporation will determine and implement appropriate written methods and schedules for cleaning and decontamination of the worksite.
3. The method of cleaning or decontamination used will be effective and will be appropriate for the location within the facility, type of surface or equipment to be treated, type of soil or contamination present, and tasks or procedures being performed in the area.

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4. All equipment and environmental and work surfaces will be cleaned and decontaminated after contact with blood or OPIM no later than at the end of the shift.
5. Contaminated work surfaces will be cleaned and decontaminated with an appropriate disinfectant immediately or as soon as feasible.
6. When, surfaces become overtly contaminated, there is a spill of blood or OPIM, procedures are completed; and at the end of the work shift if the surface will have become contaminated since the last cleaning will be cleaned and decontaminated.
7. All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or OPIM will be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.
8. Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, will be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they will have become contaminated during the shift.

**11. EMPLOYEE HYGIENE**

1. Premier Education Corporation will provide hand-washing facilities that are readily accessible to employees.
2. When provision of hand washing facilities is not feasible, Premier Education Corporation will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands will be washed with soap and running water as soon as feasible.
3. Premier Education Corporation will ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

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4. Premier Education Corporation will ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or OPIM.

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**HEPATITIS B VACCINE DECLINATION**

The CDC recommends that employees who have ongoing contact with patients or blood and are at on going risk for injuries with sharp instruments or needle sticks be tested for antibody to Hepatitis B surface antigen, one to two months after the completion of the three-dose vaccination series. Employees who do not respond to the primary vaccination series must be revaccinated with a second three-dose vaccine series and retested. Non-responders must be medically evaluated.

I understand that due to my occupational exposure to blood or other potentially infectious materials I will be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. **However, I decline hepatitis B vaccination at this time.**

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

**Employee Signature (Print):**

\_\_\_\_\_

**Employee Signature (write):**

\_\_\_\_\_

**Date** \_\_\_\_\_



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**BLOODBORNE EXPOSURE INCIDENT REPORT**

1. Employee: \_\_\_\_\_
2. Occupation: \_\_\_\_\_
3. Area of Employment: \_\_\_\_\_
4. Identification Number: \_\_\_\_\_
5. Date of report: \_\_\_\_\_
6. Date of exposure occurrence: \_\_\_\_\_
7. Time of exposure \_\_\_\_\_ am/pm
8. Working Area: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Have you had a previous exposure incident? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - A. If the answer to Question #9 is 'Yes' how many times have you been exposed? \_\_\_\_\_
  - B. Was the previous exposure documented? \_\_\_\_\_ Yes \_\_\_\_\_ No
10. Did the exposure involve:
  - a. \_\_\_ Blood
  - b. \_\_\_ Saliva only
  - c. \_\_\_ Blood and Saliva
  - d. \_\_\_ Unknown
  - e. \_\_\_ Other (Specify) \_\_\_\_\_
11. Were you?
  - a. \_\_\_ Self-Exposed
  - b. \_\_\_ Exposed by Another Person

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**BLOODBORNE EXPOSURE INCIDENT REPORT**

12. Type of exposure:
- a.  Needle Injury
  - Syringe Needle
  - Gauge \_\_\_\_\_
  - Suture Needle
  - b.  Cut, Puncture, or Scrape by Other Instruments
  - Bur
  - Scalpel Blade
  - Endodontic File
  - Wire (Specify) \_\_\_\_\_
  - Knife
  - Hand Instrument (Specify) \_\_\_\_\_
  - Other (Specify) \_\_\_\_\_
  - c.  Splash (check all that applies)
  - Eyes
  - Mouth
  - Nose
  - To Existing Wound
  - To Intact Skin
  - To Non-Intact Skin
  - (Specify) \_\_\_\_\_
  - Other (Specify) \_\_\_\_\_
  - d.  Bitten by a person
  - e.  Other (Specify) \_\_\_\_\_

13. Describe the circumstances under which this exposure occurred. Be as specific as possible.

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- 14.** Personal protective equipment being utilized at time of accident: (check all that apply)
- Single Gloves
  - Double Gloves
  - Utility Gloves
  - Mask
  - Mask w/Shield
  - Goggles
  - Non-safety (prescription) glasses
  - Glasses w/side shields
  - Face Shield
  - Gown
  - Other (Specify) \_\_\_\_\_
- 15.** Was an engineering control or a device equipped with an engineering control in use during this exposure incident?  
 Yes  No
- 16.** Circumstances contributing to this exposure: (Chose all that apply. Rank in order of importance [1= most important].)
- Unfamiliar Procedure
  - Concern about patient's infection/illness
  - Difficulty with procedure
  - Rushing Procedure
  - Pressure from environment
  - Location of Instruments
  - Location of equipment (e.g. hand pieces, mobile cart)
  - Faulty or malfunctioning equipment
  - Being distracted
  - Poor visibility
  - Poor positioning
  - Not following procedure steps correctly
  - Other (Specify) \_\_\_\_\_

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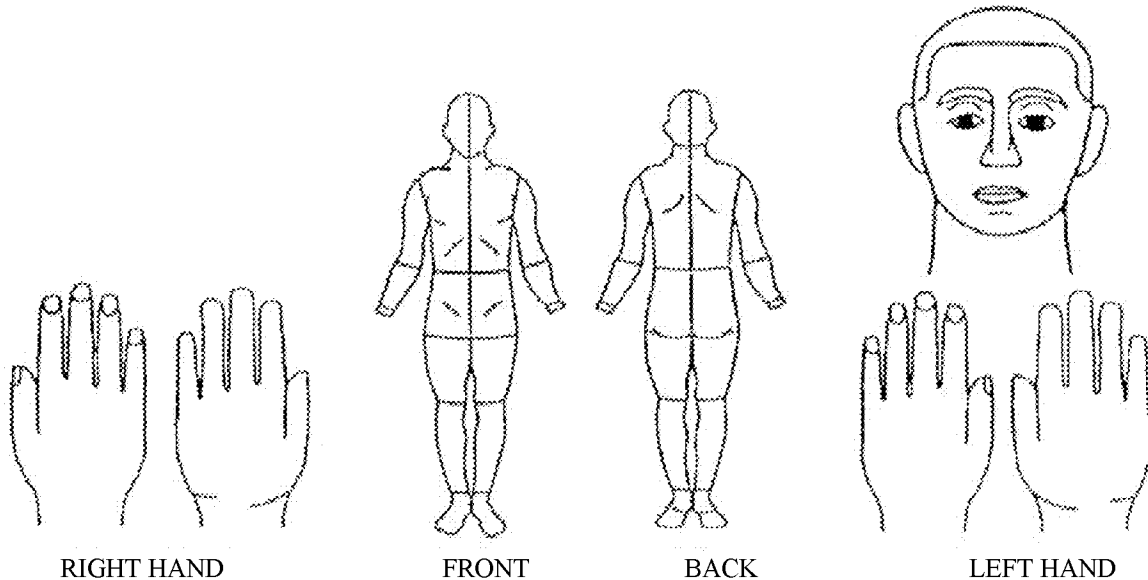
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17. What might have prevented this exposure?
- More instruction
  - More assistance
  - More time
  - Less pressure
  - Having more experience
  - Better personal protective equipment (Specify)\_\_\_\_\_
  - Safety devices (Specify)\_\_\_\_\_
  - Improved engineering controls (Specify)\_\_\_\_\_
  - Better location of instruments
  - Better location of equipment
  - Better visibility
  - Better positioning
  - Other (Be as specific as possible)\_\_\_\_\_
18. Description of exposure:
- Needlestick
  - Puncture
  - Laceration
  - Scrape
  - Splash to Mucous Membranes
  - Other (Specify)\_\_\_\_\_
19. Location of exposure:
- Finger/Thumb
  - Hand, dominant
  - Hand, non-dominant
  - Face/Part of Face
  - Arm
  - Leg
  - Other (Specify)\_\_\_\_\_

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**BLOODBORNE EXPOSURE INCIDENT REPORT**

- 20.** Please indicate where exposure occurred by placing an 'X' on DIAGRAM. Mark location of knuckles closest to exposure



- 21.** Depth of puncture or laceration:  
 Superficial scratch or puncture, no blood appeared  
 Superficial scratch or puncture, some blood appeared  
 Deep laceration or puncture wound, blood appeared.
- 22.** Amount of blood/body fluid person was exposed to:  
 None  
 Minor, less than a droplet  
 Minor, more than a droplet  
 Large amount  
 Unknown
- 22.** How was the wound or exposed area cleaned?  
 Washed with water only  
 Soap and water  
 Chemical cleanser (Specify) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_  
 Wound not cleaned

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**PREMIER EDUCATION CORPORATION**  
**Exposure Control Plan / Determination Self-Audit Safety Questions**

- YES - NO** Are employees exposed to body fluids?
- YES - NO** Is there a written Exposure Control Plan?
- YES - NO** Is there a list of job classifications where all employees have occupational exposure?
- YES - NO** Is there a list of tasks and procedures where all employees have occupational exposure?
- YES - NO** Is the copy of the Exposure Control Plan accessible to employees?
- YES - NO** Is the Exposure Control Plan reviewed and updated at least annually?

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**Methods of Compliance Self-Audit Safety Questions**

- YES - NO** Are Universal Precautions observed?
- YES - NO** Are appropriate engineering controls used to minimize employee exposures (give examples)?
- YES - NO** Are work practice controls used to minimize employee exposures?
- YES - NO** Are hand washing facilities readily accessible to employees? If not feasible, are antiseptic hand cleansers and towels available?
- YES - NO** Do employees wash hands after contacting blood or other potentially infectious materials?

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**Exposure Control Plan Self-Audit Safety Questions**

- YES - NO** Are needles/sharps bent, recapped sheared or otherwise not handled appropriately after being contaminated?
- YES - NO** Are reusable contaminated sharps placed in appropriate containers?

**Are Containers:**

- YES - NO** Puncture resistant?
- YES - NO** Labeled or color-coded?

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- YES - NO** Leak proof on both the sides and bottom?
- YES - NO** Provide safe access for housekeeping staff to retrieve reusable sharps?
- YES - NO** Food, drink, smoking and cosmetics are not kept or used near infectious materials?
- YES - NO** Potentially infectious specimens placed in leak proof containers during handling, processing, storage, transport or shipping?

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**Personal Protective Equipment Self-Audit Safety Questions**

- YES - NO** Is appropriate personal protective equipment (**PPE**) provided to all exposed employees?
- YES - NO** Is (**PPE**) used properly and consistently?
- YES - NO** Is (**PPE**) accessible in the worksite?
- YES - NO** Is (**PPE**) correct size and fit properly?
- YES - NO** Is (**PPE**) clean and in good repair?
- YES - NO** Is (**PPE**) stored properly after use?

**Gloves:**

- YES - NO** Are used when exposure to potentially infectious material can reasonably be anticipated?
- YES - NO** Single used gloves disposed of when barrier is compromised or after one use?
- YES - NO** Reusable utility gloves inspected and decontaminated effectively?

**Gloves use for voluntary blood donation center:**

- YES - NO** Are gloves available to phlebotomists?
- YES - NO** Gloves required when employee has cuts, etc. on their skin?
- YES - NO** Gloves required when employee has uncooperative source individual?
- YES - NO** Gloves required when employee is receiving training?

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**YES - NO** Masks, eye protection, and face shield worn when there is reasonable anticipated splashing, spray, spatter or droplets of potentially infected material?

**YES - NO** Gowns, aprons and other protective body covering worn when appropriate?

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**Sanitizing Equipment & Clothing Self-Audit Safety Questions**

**YES - NO** Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?

**YES - NO** Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?

**YES - NO** Are machines and equipment which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

**YES - NO** Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?

**YES - NO** Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?

**YES - NO** Are machines and equipment which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

**YES - NO** Is the intake for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?

**YES - NO** If two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

**YES - NO** Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?

**YES - NO** When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?

**YES - NO** Are employees required to shower and wash their hair as soon as possible after known contact has occurred with a carcinogen?

**YES - NO** When equipment, materials or other items are taken into or removed from a carcinogen-regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?



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**Housekeeping Self-Audit Safety Questions**

- YES - NO** Is worksite in a clean and sanitary condition?
- YES - NO** Is there a policy to assure prompt disinfecting of contaminated surfaces coverings and receptacles?
- YES - NO** Is there a policy describing correct and safe cleanup procedures for broken glassware?
- YES - NO** Are reusable contaminated sharps containers designed to allow for safe removal for decontaminated sharps?

**Regulated Waste**

**Are reusable contaminated sharps containers:**

- YES - NO** Closable?
- YES - NO** Puncture resistant?
- YES - NO** Leak proof on sides and bottom?
- YES - NO** Labeled as biohazard?
- YES - NO** Easily accessible to users?
- YES - NO** Maintained upright throughout use?

**Are other regulated waste containers:**

- YES - NO** Closable?
- YES - NO** Able to contain contents?
- YES - NO** Leak proof?
- YES - NO** Labeled as biohazard and color-coded?
- YES - NO** Closed prior to removal?
- YES - NO** Disposed of in accordance with applicable regulation?

**Laundry**

- YES - NO** Minimal handling and agitation?

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- YES - NO** Bagged/containerized at the location where it is used?
- YES - NO** Labeled appropriately?
- YES - NO** Are bags/containers leak proof?
- YES - NO** Is contaminated laundry handled with gloves and other appropriate **PPE**?

**PREMIER EDUCATION CORPORATION**  
**Hepatitis B Vaccination Self-Audit Safety Questions**

- YES - NO** Is vaccination available at no cost to employees who have occupational exposure?
- YES - NO** Have employees who decline to accept the vaccination signed the appropriate statement?

The CDC recommends that employees who have ongoing contact with patients or blood and are at on going risk for injuries with sharp instruments or needle sticks be tested for antibody to Hepatitis B surface antigen, one to two months after the completion of the three-dose vaccination series.

- YES - NO** Have employees who do not respond to the primary vaccination series been revaccinated with a second three-dose vaccine series and retested. ?
- YES - NO** Non-responders been medically evaluated?

When an employee declines Post-exposure evaluation from employer Health Care professional are other provisions made:

- YES - NO** Routes of entry and circumstances documented?
- YES - NO** Are procedures for identification and documentation of source in place?
- YES - NO** Are evaluation and follow-up procedures in place?
- YES - NO** Are medical records kept for each exposed employee?

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**Infection Control Self-Audit Safety Questions**

- YES - NO** Are employees potentially exposed to infectious agents in body fluids?
- YES - NO** Have occasions of potential occupational exposure been identified and documented?

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- YES - NO** Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
- YES - NO** Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, personal protective equipment?
- YES - NO** During an emergency?
- YES - NO** For conducting rescue and medical duties?
- YES - NO** Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- YES - NO** Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- YES - NO** Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?

**How often is training done and does it cover?**

- YES - NO** Universal precautions?
- YES - NO** Personal protective equipment?
- YES - NO** Workplace practices that should include blood drawing, room cleaning, laundry handling, and clean-up blood spills?
- YES - NO** Needle stick exposure/management?
- YES - NO** Hepatitis B vaccination?
- YES - NO** Are employees aware of specific workplace practices to follow when appropriate (Hand washing, handling sharp instruments, handling of laundry, disposal of contaminated materials, and reusable equipment)?
- YES - NO** Is personal protective equipment provided to employees, and in all appropriate locations?
- YES - NO** Is the necessary equipment (i.e.: mouth-pieces, resuscitation bags, other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?
- YES - NO** Are facilities and equipment to comply with work place practices available such as hand-washing sinks, biohazard tags and labels, needle containers, detergent and disinfectants to clean up spills?

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**Labels and Signs Self-Audit Safety Questions**

**YES - NO** Warning labels affixed to all containers of regulated waste or are red bags used?

**If labels are used:**

**YES - NO** Do the warning labels include the BIOHAZARD symbol?

**YES - NO** Are the warning labels orange or red-orange with the lettering in contrasting color?

**YES - NO** Are the warning labels affixed to the container or regulated waste?

**YES - NO** Is contaminated equipment labeled?

**YES - NO** Are signs posted at the entrance to HIV & HBV research labs and production facilities?

**If yes, does it bear the following:**

**YES - NO** BIOHAZARD symbol?

**YES - NO** Name of infectious agent?

**YES - NO** Special requirements for entering area?

**YES - NO** Name, telephone # of responsible person?

**YES - NO** Is the sign fluorescent orange-red?

**PREMIER EDUCATION CORPORATION**  
**Information and Training Self-Audit Safety Questions**

**YES - NO** Is training provided to all exposed employees?

**YES - NO** Is training provided at time of initial assignment?

**YES - NO** Is training provided at least annually thereafter?

**YES - NO** Is training provided when changes in tasks or procedure occur?

**YES - NO** Is training provided at a level appropriated for employees education level and language?

**Does the training include the following?**

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- YES - NO Have an accessible copy of the standard and explanation available?
- YES - NO A general explanation of epidemiological and symptom of bloodborne diseases?
- YES - NO Modes of transmission?
- YES - NO Explanation of and availability of the employer's exposure control plan?
- YES - NO Potential exposure task recognition?
- YES - NO Explanation of use and limitations of controls and **PPE**?
- YES - NO All phases of handling **PPE**?
- YES - NO Explanation of **PPE** selection?
- YES - NO Information on HBV vaccination?
- YES - NO Emergency actions and procedures?
- YES - NO Procedures for an exposure incident?
- YES - NO Procedures and rights for post exposure evaluation and follow-up?
- YES - NO An explanation of signs and labels and/or color-coding?
- YES - NO An opportunity for interactive questions?

**PREMIER EDUCATION CORPORATION**

- YES - NO Are medical records kept for each exposed employee?

**Do the records include the following?**

- YES - NO Name and social security number of the employee?
- YES - NO A copy of the employee's HBV vaccination status and related information?
- YES - NO Follow-up information when applicable?
- YES - NO Health Care professional's written opinions?
- YES - NO A copy of information provided to the Health Care professional?
- YES - NO Does the employer have procedures to insure confidentiality?

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**Do the training records include the following?**

**YES - NO**      Dates of training sessions?

**YES - NO**      A summary of the contents of the training sessions?

**YES - NO**      The names and qualifications of the persons conducting the training?

**YES - NO**      The names and job titles of all persons trained?

**YES - NO**      Are training records maintained for 3 years?

**YES - NO**      Are all medical and training records available for OSHA upon request?

**PREMIER EDUCATION CORPORATION**

**Reviewer's Signature:** \_\_\_\_\_

**Date Conducted:** \_\_\_\_\_