



## OPTIONAL HEPATITIS B VACCINATION

In accordance with Cal/OSHA T8 CCR 5193 and the Federal OSHA T29 CFR 1910.1030, the City of Santa Clarita has developed the Bloodborne Pathogens Standard Compliance Program (attached).

Because your position has been deemed as having potential occupational exposure to blood or other potentially infectious materials, an optional series of three Hepatitis B vaccinations will be offered to you free of charge. This vaccine series is not required, but you may choose to receive it. Please reference the attached copy of the Bloodborne Pathogens Standard Compliance Program for more information. Vaccinations will be offered at either of the US HealthWorks Medical Facilities.

US HealthWorks  
25733 Rye Canyon Road  
Valencia, CA 91355  
661-295-2500  
Mon-Fri: 8 am to 5 pm  
Sat-Sun: Closed

US HealthWorks  
22840 Soledad Canyon Road  
Saugus, CA 91350  
661-799-1776  
Monday-Fri: 8 am to 5 pm  
Sat-Sun: 9 am to 5 pm

**If you've already completed the vaccination series, you won't need it again. All employees identified as being eligible to receive the Hepatitis B vaccines must complete "one" of the forms either consenting or declining the vaccines. This completed form must be brought back with your hire packet to the paperwork day.**

If you have any questions, please contact me.

Chantelle White  
Human Resources Administrative Analyst  
661-255-4320  
cwhite@santa-clarita.com



**BLOODBORNE PATHOGENS STANDARD  
COMPLIANCE PROGRAM  
FOR  
CITY OF SANTA CLARITA**

**INTRODUCTION:**

CITY OF SANTA CLARITA has developed this Bloodborne Pathogens Standard Compliance Program in accordance with Cal/OSHA T8 CCR 5193 & Federal OSHA T29 CFR 1910.1030. CITY OF SANTA CLARITA considers this Compliance Program to be of the utmost importance and mandates that every employee of CITY OF SANTA CLARITA follow the guidelines of this program to the best of his or her ability. This Compliance Program will be evaluated annually for determination of the effectiveness of the program.



**ASSIGNMENT OF INFECTION CONTROL  
COORDINATOR**

In keeping with the mandates of T8 CCR 3203, CITY OF SANTA CLARITA is appointing a designated individual to administer, evaluate and implement this program. This undersigned individual is responsible for all program mandates.

**INFECTION CONTROL COORDINATOR: Douglas Botton, PRCS Administrator**

**DATE: July 11, 2006**

## TERMS AND DEFINITIONS

1. **Bloodborne Pathogens:** Pathogenic micro-organisms that are present in human blood including, but not limited to, Human Immunodeficiency Virus (HIV) and Hepatitis B (HBV).
2. **Blood:** Human blood, blood components, and products made from human blood.
3. **Clinical Laboratory:** Any workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious material.
4. **Contaminated:** The presence or the reasonably anticipated presence of blood or other potentially infectious material on a surface or in or on an item.
5. **Contaminated Laundry:** Laundry which has been soiled with blood or other potentially infectious material or may contain sharps.
6. **Contaminated Sharps:** Any contaminated object that can penetrate skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
7. **Decontamination:** 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. Decontamination includes procedures regulated by Health and Safety Code Section 25090.
8. **Engineering Controls:** Controls (i.e.: sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.
9. **Exposure Incident:** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
10. **Handwashing Facilities:** A facility providing an adequate supply of running potable water, soap, and single use towels or hot air drying machines.
11. **HBV:** Hepatitis B Virus
12. **HIV:** Human Immunodeficiency Virus

13. **Licensed Healthcare Professional:** A person whose legally permitted scope of practices allows him or her to independently perform the activities required by subsection (f), Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-Up.

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

15. **One-Hand Technique:** Procedure wherein the needle of a reusable syringe is capped in a sterile manner during use. The technique employed shall require the use of only the hand holding the syringe so that the free hand is not exposed to the uncapped needle.

16. **Other Potentially Infectious Material:** (1) Human body fluids including semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any other bodily fluid that is visibly contaminated with blood such as saliva or vomitus, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids such as emergency response; (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.

17. **Parenteral:** Piercing mucous membranes or skin barrier through such events as needle-sticks, human bites, cuts, or abrasions.

18. **Personal Protective Equipment (PPE):** Specialized clothing or equipment worn or used by an employee for protection from a hazard. General work clothes (i.e.: pants, shirts, blouses, or uniforms) not intended to function as protection against a hazard are not considered to be personal protective equipment.

19. **Regulated Waste:** 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. Regulated Waste includes "medical waste" regulated by Health and Safety Code Chapter 6.1.

20. **Source Individual:** Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee. Examples include, but are not limited to, hospital and clinical 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.

21. **Sterilize:** The use of any physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores. Sterilization includes procedures regulated by Health and Safety Code Section 25090.

22. **Universal Precautions:** 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, or other bloodborne pathogens.

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

This list of terms and definitions is to act as a reference for those individuals who are categorized as having to comply with the Bloodborne Pathogens Standard. Any individual(s) who may come under the scope of this standard must be completely knowledgeable of these terms and definitions in order to fully comprehend the magnitude of the standard.

# CITY OF SANTA CLARITA EXPOSURE CONTROL PLAN

In keeping with T8 CCR 5193 (c), CITY OF SANTA CLARITA is implementing this Exposure Control Plan. Each employee's job duties are subject to evaluation under the terms of this plan and each employee, who has a job or job classification that is determined to have an *occupational exposure*, will have the responsibility of adhering to the mandates of this plan and the Bloodborne Pathogens Program of CITY OF SANTA CLARITA.

*Occupational Exposure* is defined by the Occupational Safety and Health Administration (OSHA) as: Reasonable or anticipated contact with the eye, skin, mucous membranes, non-intact skin, or parenteral contact with blood or other potentially infectious materials that may result from the performance of the employee's job duties.

All employees who have a job classification that is listed as having occupational exposure shall be notified of the potential exposure(s) in the work areas before beginning their job assignments. All evaluations of exposure level classifications have been conducted without consideration of the use of Personal Protective Equipment (PPE).

## EVALUATION OF JOB(S) AND JOB DUTIES:

### **Job Classifications in Which Employees Have Occupational Exposure:**

1. Maintenance Workers
2. Groundskeepers
3. Aquatics Staff
4. First Responders

### **Job Classifications in Which Some Employees Have Occupational Exposure:**

1. Supervisors
2. Recreation Leaders
3. Day Camp Staff

### **All Other Job Classifications Which Have Not Been Previously Listed and Have Some Occupational Exposure:**

1. Other classifications as assigned

**CITY OF SANTA CLARITA TASKS OR PROCEDURES IN WHICH EXPOSURE TO BLOODBORNE PATHOGENS MAY POTENTIALLY OCCUR:**

1. Administering Antiseptic(s)
2. Plumbing Repairs
3. Janitorial Tasks
4. Disposal of Trash
5. First Responders

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**SCHEDULE & METHOD OF IMPLEMENTATION**

CITY OF SANTA CLARITA adheres to the following schedule for implementation of the Exposure Control Plan:

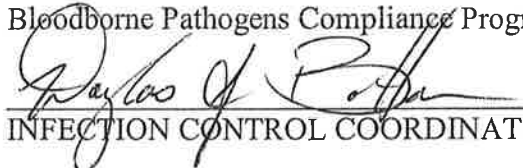
Methods of Compliance, as described on pages 9 through 19 of this Bloodborne Pathogens Compliance Program, have been completely implemented.

  
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INFECTION CONTROL COORDINATOR                      7/19/06  
DATE

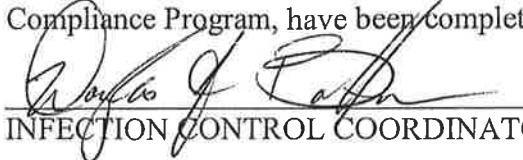
Hepatitis B Vaccination, Post-Exposure Evaluation, and Follow-Up; as described on pages 19 through 22 of this Bloodborne Pathogens Compliance Program; have been completely implemented.

  
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INFECTION CONTROL COORDINATOR                      7/19/06  
DATE

Communication Of Hazards To Employees, as described on pages 22 through 24 of this Bloodborne Pathogens Compliance Program, has been completely implemented.

  
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INFECTION CONTROL COORDINATOR                      7/19/06  
DATE

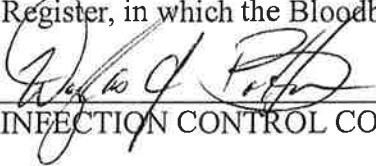
Record Keeping, as described on pages 24 through 25 of this Bloodborne Pathogens Compliance Program, have been completely implemented.

  
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INFECTION CONTROL COORDINATOR                      7/19/06  
DATE

The method for implementation of the preceding schedule shall be administered as formal training sessions that will occur at CITY OF SANTA CLARITA facilities.




Training of CITY OF SANTA CLARITA employees will follow the guidelines set in this Bloodborne Pathogens Compliance Program and in the December 6, 1991 Federal Register, in which the Bloodborne Pathogens Standard appears.

  
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INFECTION CONTROL COORDINATOR

7/19/06  
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DATE

CITY OF SANTA CLARITA specific practices for ensuring the protection and safety of the employees is discussed in the "Methods of Compliance" section of this Bloodborne Pathogens Compliance Program found on pages 9 through 19.

  
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INFECTION CONTROL COORDINATOR

7/19/06  
\_\_\_\_\_  
DATE

## PROCEDURES FOR EVALUATING EXPOSURE INCIDENTS

CITY OF SANTA CLARITA will adhere to the following protocol whenever there is an exposure incident (i.e.: needlestick, cut, blood splashed in the eye, etc.):

1. The Infection Control Coordinator shall be advised of any exposure incident immediately after the incident has occurred. A written investigation report shall be compiled by the Infection Control Coordinator. This investigation report shall include: the circumstances surrounding the exposure incident and the route(s) of exposure.
2. The Infection Control Coordinator shall notify the owner of CITY OF SANTA CLARITA immediately and give OWNER NAME a complete verbal report of the exposure incident, followed up by the written investigation report of the exposure incident.
3. All information regarding the exposure incident shall be completely and properly documented and a copy will be placed in each affected individual's personnel and/or medical file(s).

  
INFECTION CONTROL COORDINATOR

7/19/06  
DATE

## REVIEW OF EXPOSURE CONTROL PLAN

CITY OF SANTA CLARITA shall review, and revise as appropriate, this Exposure Control Plan each calendar year in the month of June. This annual review will be conducted and completed by the Infection Control Coordinator.

  
INFECTION CONTROL COORDINATOR

7/19/06  
DATE

## LOCATION(S) OF EXPOSURE CONTROL PLAN(S)

CITY OF SANTA CLARITA Exposure Control Plan(s) are located in the following area(s): City Hall, Central Park, Activity Center, and the Corporate Yard.

All employees of CITY OF SANTA CLARITA who have an occupational exposure to Bloodborne Pathogenic Material(s) shall be advised of the location(s) and his or her ability to review the Exposure Control Plan(s) prior to the employee's performance of his or her job duties.

## **METHODS OF COMPLIANCE WITH THE BLOODBORNE PATHOGENS STANDARD**

The following section of this Compliance Program will provide an outline of the methods which CITY OF SANTA CLARITA uses as means to comply with the OSHA Bloodborne Pathogens Standard.

### **UNIVERSAL PRECAUTIONS:**

CITY OF SANTA CLARITA will observe the use of Universal Precautions at this location in order to prevent contact with human blood or Other Potentially Infectious Material(s) (OPIM). All blood, OPIM, instruments, materials, and surfaces are considered by CITY OF SANTA CLARITA to be infectious regardless of the perceived status of the source individual or of the instruments, materials, or surfaces.

CITY OF SANTA CLARITA employees are instructed that “Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.”

### **ENGINEERING AND WORK PRACTICE CONTROLS**

CITY OF SANTA CLARITA shall employ the use of Engineering and Work Practice Controls to eliminate or minimize employee occupational exposure. Where there remains occupational exposure to CITY OF SANTA CLARITA employees, after implementing these controls, Personal Protective Equipment shall be utilized.

#### **ENGINEERING CONTROLS**

Examples of Engineering Controls include, but are not limited to, needle recapping devices; sharps containers; self-sheathing needles; scalpel blade removers; and bio-safety cabinets. CITY OF SANTA CLARITA shall examine and maintain or replace the Engineering Controls utilized on a **weekly** basis. It is the responsibility of the Infection Control Coordinator to ensure that each weekly examination and maintenance or replacement schedule is followed and all documentation requirements are fulfilled.

CITY OF SANTA CLARITA utilizes the following Engineering Controls:

**Handwashing:**

CITY OF SANTA CLARITA provides employees with handwashing equipment which is readily available. Any employee who incurs an exposure to human blood or Other Potentially Infectious Materials (OPIM) must immediately wash, with antimicrobial soap and running water, his or her hands or any other skin surface which has come into contact with human blood or OPIM. If antimicrobial soap and running water are unavailable at the time, CITY OF SANTA CLARITA will provide the employee(s) with antiseptic towelettes for their immediate use. Should an employee use the provided antiseptic towelette, he or she is required to wash his or her exposed body part(s) with antimicrobial soap and running water as soon as feasible. Should an employee experience an exposure from human blood or OPIM to mucous membranes, he or she shall immediately, or as soon as feasible, flush the exposed body part with running water.

Employees of CITY OF SANTA CLARITA shall wash their hands with antimicrobial soap and running water after removal of gloves or other Personal Protective Equipment.

**Contaminated Needles and Sharps:**

CITY OF SANTA CLARITA employees shall **not** shear or break any contaminated needles or sharps. Recapping, bending, or removal of contaminated needles or sharps may be performed only when the medical procedure requires it or there is no other alternative which is feasible. If such an action is required or necessary, CITY OF SANTA CLARITA mandates that each employee perform the required action either by mechanical device or by a one-handed technique. CITY OF SANTA CLARITA only allows the recapping, bending, or removal of contaminated needles or sharps in the following instance(s):

1. In the case of injection needles where multiple injections are being administered - A one-handed technique shall be utilized.
2. In the case of removing scalpel blades - A mechanical device shall be utilized to remove the blade.

All contaminated needles or sharps, whether disposable or reusable, shall be placed in an approved sharps container as soon as possible after use.

CITY OF SANTA CLARITA mandates that the following list regarding sharps containers is adhered to by every employee:

1. Sharps containers shall be located as close as possible to the area of use to avoid undue occupational exposure.

2. Under **no** circumstances will any employee reach into a sharps container with his or her hand(s).
3. Only approved sharps containers shall be used at CITY OF SANTA CLARITA.
4. All sharps containers must be kept in an upright condition.
5. **No** sharps container shall be filled over three quarters (3/4) full.
6. Sharps containers must be closed prior to storage, handling, transport, or shipping and if container leakage is possible, container shall be placed in a secondary container.

**Containers For Reusable Sharps:**

CITY OF SANTA CLARITA mandates that all contaminated reusable sharps are to be placed immediately, or as soon as feasible, after use in a container which is puncture resistant, labeled with a Biohazard label, and is leak proof.

Reusable sharps containers are located in the following area(s):

Not applicable

Reusable sharps shall be removed from the containers by:

Not applicable

Reusable sharps shall be removed from the containers in the following manner:

Not applicable

Reusable sharps containers shall be checked for removal of the sharps on the following schedule:

Not applicable

## **WORK PRACTICE CONTROLS**

Examples of Work Practice Controls include, but are not limited to, prohibiting the use of two-handed needle re-capping technique and prohibiting the consumption of food or drink in areas where there is a potential exposure to human blood or other potentially infectious materials. CITY OF SANTA CLARITA utilizes the following Work Practice Controls:

### **Work Area Restrictions:**

CITY OF SANTA CLARITA mandates that each employee adhere to the following list of Work Area Restrictions:

1. There shall be no eating, drinking, smoking, or application of cosmetics in areas where there is a potential for contamination from human blood or OPIM.
2. There shall be no food or drink stored or kept in refrigerators, freezers, shelves, cabinets, countertops, or benches where human blood or OPIM may be or potentially be present.
3. All procedures shall be performed so as to minimize the spraying, splashing, splattering, or generation of droplets of human blood or OPIM.

The following is a list of methods which CITY OF SANTA CLARITA employ to assist in the achievement of minimizing spraying, splashing, splattering, or generating droplets of human blood or OPIM:

Surgical Gloves, Safety Glasses / Goggles

### **Contaminated Equipment:**

CITY OF SANTA CLARITA Infection Control Coordinator shall ensure that all equipment that has become contaminated with human blood or OPIM will be examined prior to servicing or shipping and that the contaminated equipment will be decontaminated as necessary, unless the decontamination of the equipment is not feasible. If it is not feasible for the equipment to be decontaminated, the Infection Control Coordinator shall ensure that "a readily observable label will be attached to the equipment which states the contaminated area(s). CITY OF SANTA CLARITA shall convey this information to all affected employees, the servicing representative(s), and/or the manufacturer (as appropriate) prior to handling, servicing, or shipping so as to ensure that the appropriate precautions shall be taken.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

## PPE PROVISION

CITY OF SANTA CLARITA Infection Control Coordinator shall ensure that the following provisions are met and adhered to.

All Personal Protective Equipment (PPE) used at CITY OF SANTA CLARITA will be provided without cost to the employee(s). The PPE will be chosen based on the anticipated exposure to human blood and OPIM. The PPE will be considered appropriate if, and only if, it does not permit human blood or OPIM to pass through or to make contact with the employee's clothing, skin, eyes, mouth, or other mucous membranes under the normal conditions of use and for the duration of time which the PPE will be used.

Each employee shall be provided with the appropriate PPE by the Infection Control Coordinator. **The use of PPE is not voluntary. Each employee at CITY OF SANTA CLARITA is required to use the PPE provided.** CITY OF SANTA CLARITA Infection Control Coordinator shall have the responsibility of enforcing the employee's use of PPE.

## **Procedures That Require Personal Protective Equipment and Types Of Personal Protective Equipment Required**

The following list includes procedures that will require the use of Personal Protective Equipment as well as the type(s) of Personal Protective Equipment necessary.

Safety Glasses / Goggles, Face Shields, Surgical Gloves

### **Personal Protective Equipment Use**

The Infection Control Coordinator shall ensure the employee use of appropriate PPE unless the supervisor shows that the employee temporarily and briefly declined to use the PPE under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance the PPE's use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the employee or other employees. When the employee or supervisor makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

### **Personal Protective Equipment Accessibility**

The Infection Control Coordinator shall ensure that there is appropriate PPE, in the appropriate sizes readily available for use by the employees of CITY OF SANTA CLARITA. This PPE will be issued free of cost to all employees. Hypoallergenic gloves, glove liners, powderless gloves, or similar alternatives are readily accessible to those employees who are allergic to the gloves normally provided. The use of hand cream is not considered to be a cosmetic, but hand cream may compromise the integrity of certain latex gloves.

### **Personal Protective Equipment Cleaning, Laundering, and Disposal**

All PPE will be cleaned, laundered, and/or disposed of by CITY OF SANTA CLARITA at no cost to the employee(s). All necessary repairs and replacements shall be done so by CITY OF SANTA CLARITA at no cost to the employee(s).

All garments which have been contaminated by human blood or OPIM shall be removed immediately or as soon as feasible. Each employee shall remove his or her PPE **before** leaving the work area.

At the time that the PPE is removed, it shall be done so in an appropriately designated area or container for storage, washing, decontamination, or disposal. All such containers shall be labeled appropriately and the use of Universal Precautions employed.

### **Gloves**

Gloves shall be worn by employees of CITY OF SANTA CLARITA when it can be reasonably anticipated that the employee may have hand contact with human blood, OPIM, mucous membranes, and/or non-intact skin or when handling or touching contaminated items or surfaces.

Disposable gloves used at CITY OF SANTA CLARITA shall not be washed or decontaminated for re-use and are to be replaced when they become contaminated, or if they are torn, punctured, or when their ability to function as a barrier is compromised.

Utility gloves, such as those constructed of nitrile or PVC, may be decontaminated for reuse so long as the gloves are not compromised. However, CITY OF SANTA CLARITA mandates that the gloves must be discarded if they are cracked, torn, punctured, or exhibit signs of deterioration or when their ability to function as a barrier is compromised.



## **Eye And Face Protection**

CITY OF SANTA CLARITA mandates the use of masks in combination with face shields and goggles or glasses with solid side shields whenever splashes, spray, spatter, or droplets of human blood or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated. The following is a list of situations or procedures that would require the use of such protection.

Repair of plumbing / sewer lines

## **Additional Personal Protective Equipment**

CITY OF SANTA CLARITA employees shall wear additional PPE (such as lab coats, gowns, aprons, clinic jackets, or other similar outer garments) in occupational exposure situations. The type(s) shall be dependent on the situation or tasks and the degree of exposure anticipated.

Surgical caps or hoods and/or shoe covers or boots shall be utilized whenever there are instances when gross contamination can reasonably be anticipated. The following is a list of situations or tasks which CITY OF SANTA CLARITA requires the use of additional Personal Protective Equipment.

# **HOUSEKEEPING**

## **GENERAL HOUSEKEEPING REQUIREMENTS**

CITY OF SANTA CLARITA Infection Control Coordinator shall ensure that this facility and worksite shall be maintained in a clean and sanitary condition. This shall be accomplished by the use of the following material(s):

Rubbing alcohol, water and bleach

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This facility shall be decontaminated or cleaned as per the following schedule:

Every other week or when contaminated. Must be cleaned with four parts water to one part bleach.

## **CONTAMINATED WORK SURFACES**

All contaminated work surfaces shall be cleaned and decontaminated after completion of the procedure(s) and immediately after the spill of Human blood or OPIM as well as the end of each work shift if the surface(s) may have become contaminated after the last cleaning. Any protective covering(s), i.e.: plastic wrap, aluminum foil, or imperviously backed absorbent paper) used to cover surfaces or equipment shall be removed and replaced as soon as feasible when the covering(s) become overtly contaminated or after

any spill of human blood or OPIM and at the end of the work shift should the covering(s) become contaminated since the last cleaning.

### **Bins, Pails, and Cans**

Bins, pails, cans, and similar receptacles intended for re-use, which have a reasonable likelihood of becoming contaminated with human blood or OPIM, at CITY OF SANTA CLARITA shall be inspected and decontaminated on a regularly scheduled basis and cleaned or decontaminated immediately or as soon as feasible after visible contamination. The following is a schedule for the inspection and/or decontamination of bins, pails, cans, or other similar receptacles at CITY OF SANTA CLARITA:

Bins maintained by Steicycle and will be disposed of every other month or more often as needed.

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### **Broken Glassware**

Any broken glassware which may be contaminated by human blood or OPIM shall **not** be picked up directly with the hands, but shall instead be picked up by the use of a mechanical device, (i.e.: broom, brush, dust pan, tongs, or forceps).

## **REGULATED WASTE**

### **Contaminated Sharps Discarding and Containment**

Employees of CITY OF SANTA CLARITA shall discard immediately or as soon as feasible any contaminated sharps into a container which meets the following criteria.

1. Closable
2. Puncture Resistant
3. Leakproof on the sides and the bottom
4. Labeled as "Biohazardous Waste" and color coded flourescent orange or orange-red. During their use, contaminated sharps containers shall be:
  - A. Easily accessible to the employee(s) and located as close as feasible to the location of use
  - B. Maintained in an upright position throughout use
  - C. Replaced routinely and not allowed to be filled over three quarters (3/4) full

When moving containers of contaminated sharps from the area of use, the employees of CITY OF SANTA CLARITA shall ensure that:

1. The containers are immediately closed prior to removal or replacement to prevent spillage or protrusion of the contents during handling, storage, transport, or shipping
2. Placed in a secondary container if leakage is possible

The secondary container shall be:

1. Closable
2. Constructed so as to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping
3. Labeled as "Biohazardous Waste" and color coded fluorescent orange or orange-red

CITY OF SANTA CLARITA does not allow reusable containers to be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous (effected through the skin) injury.

#### **Other Regulated Wastes**

Other regulated waste at CITY OF SANTA CLARITA shall be placed in containers that are:

1. Closable
2. Constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping
3. Labeled as "Biohazardous Waste" and color coded fluorescent orange or orange-red
4. Closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping

CITY OF SANTA CLARITA Infection Control Coordinator shall ensure that all regulated waste is disposed of according to the California Medical Waste Management Act, January 1, 1991. (under the Health and Safety Code, Division 20, Chapter 6.1, Section(s) 25015 et. seq.)

#### **LAUNDRY PROCEDURES**

Laundry contaminated with human blood or OHM will be handled as little as possible and with a minimum of agitation by CITY OF SANTA CLARITA employees. Any such laundry shall be placed and transported in a "Biohazard" labeled and red color coded container at the location where it is used. Contaminated laundry will not be sorted or rinsed in the area of use.

Employees who have contact with contaminated laundry must wear utility gloves when handling contaminated laundry.

*Contaminated laundry must never be worn home.*

CITY OF SANTA CLARITA contaminated laundry shall be laundered by and at:

Unifirst – 28042 Avenue Stanford, C/Santa Clarita/91355/661.702.0018

## **HEPATITIS B VACCINE, POST EXPOSURE EVALUATION & FOLLOW-UP**

### **General**

CITY OF SANTA CLARITA will make available to all employees, with an occupational exposure, the Hepatitis B vaccine and vaccination series free of cost to the employee(s). In addition to the vaccine and vaccination series, CITY OF SANTA CLARITA will conduct a post exposure evaluation and follow-up for all employees who have had an exposure incident.

CITY OF SANTA CLARITA Infection Control Coordinator shall ensure that all medical evaluations and procedures, including the vaccine, vaccination series, post exposure evaluation, and follow-up, including prophylaxis are:

1. Made available at no cost to the employee(s)
  2. Made available to the employee(s) at a reasonable time and place
  3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional
  4. Provided according to the recommendations of the U.S. Public Health Service
- All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee(s).

### **Hepatitis B Vaccination**

The Infection Control Coordinator of CITY OF SANTA CLARITA is in charge of the Hepatitis B vaccination program.

Employees of CITY OF SANTA CLARITA shall have the Hepatitis B vaccination made available to them after he or she has received the CITY OF SANTA CLARITA training in occupational exposure and within ten (10) working days of initial assignment unless he or she has previously received the complete Hepatitis B vaccination series, antibody testing revealed the employee is immune, or the vaccine is contraindicated for medical

reasons. CITY OF SANTA CLARITA designated first aid providers, who are not healthcare providers or public safety personnel, shall be offered the Hepatitis B vaccination after a response to an incident where human blood or OPIM was present.

Employee participation in a pre-screening program shall not be a prerequisite for receiving the Hepatitis B vaccination.

An employee may refuse or decline the Hepatitis B vaccination initially, but at a later date (while still covered under the standard) decides to accept the vaccination, the vaccination shall be made available.

Any employee who refuses or declines the Hepatitis B vaccination must sign a declination form indicating their refusal. (See Appendix A)

Should the U.S. Public Health Service recommend a booster dose of Hepatitis B vaccination at a future date, the booster dose shall be made available.

### **Post Exposure Evaluation and Follow-up**

CITY OF SANTA CLARITA mandates that all exposure incidents be reported immediately, investigated, and documented. When an employee of CITY OF SANTA CLARITA has an exposure incident, he or she shall report the incident immediately to the Infection Control Coordinator.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up including at least the following elements:

1. Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual unless it can be established that the identification is infeasible or prohibited by State or local law(s).
3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine Bloodborne Pathogens infectivity. If consent from the source individual is not obtained, the Infection Control Coordinator shall establish that legally required consent is not required by law, and the source individual's blood (if available) shall be tested and the results documented.
4. 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.
5. Results from the source individual's testing shall be made available to the exposed employee and the employee shall be made aware of the applicable laws and regulations concerning disclosure of the identity of the infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

1. The exposed employee's blood shall be collected and tested as soon as feasible after consent is obtained.
2. The exposed employee shall have the option of having his or her blood collected for testing for HBV/HIV serological status. The blood sample shall be preserved for up to ninety (90) days to allow the employee to have enough time to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident shall be offered post exposure evaluation and follow-up in accordance with the Cal/OSHA Standard.

The post exposure evaluation and follow-up will be conducted by:

First Care Occupational Medical Group - 25327 Avenue Stanford, Suite 105/Santa Clarita/91355/661.295.2500

#### **Information Provided To The Healthcare Professional**

CITY OF SANTA CLARITA Infection Control Coordinator shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination and evaluating the employee after an exposure incident is provided with the following information:

1. A copy of T 8 CCR 5193 (Bloodborne Pathogens Standard)
2. A written, detailed description of the employee's job duties as they relate to the exposure incident
3. Written documentation of the route of exposure and circumstances under which the exposure occurred
4. Results of the source individual's blood testing (if available)
5. All medical records relevant to the appropriate treatment of the employee (including vaccination status)

#### **Healthcare Professional's Written Opinion**

CITY OF SANTA CLARITA Infection Control Coordinator shall obtain, and provide the employee with, a copy of the evaluating healthcare professional's written opinion within fifteen (15) working days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination and post exposure follow-up shall be limited to the following information:

1. Whether the vaccination is indicated for the employee and if the employee has received any such vaccination.
2. A statement that the employee has been informed of the results of the evaluation.
3. A statement that the employee has been told about any medical conditions resulting from the exposure to human blood or OPIM which require further evaluation or treatment.

All other findings or diagnosis shall remain confidential and shall not be included in the report.

## **COMMUNICATION OF HAZARDS TO EMPLOYEES**

### **Labels and Signs**

The Infection Control Coordinator shall ensure that biohazard labels are affixed to containers of regulated waste(s), refrigerators and freezers containing human blood or OPIM, and other containers used to store, transport, or ship human blood or OPIM.

The label shall include the universal biohazard symbol (as seen on page one of this Compliance Program) and the legend "BIOHAZARD." In the case of regulated waste, the words "BIOHAZARDOUS WASTE" may be substituted for the "BIOHAZARD" legend.

The label shall be fluorescent orange or orange-red in color.

Regulated waste red bags or containers must also be labeled in a similar fashion.

Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.

### **Information and Training**

CITY OF SANTA CLARITA Infection Control Coordinator shall ensure that every employee receives training specific to Bloodborne Pathogens at no cost to the employee and provided during working hours, at a reasonable location for the employee(s). The training shall be provided as follows:

1. At the time of initial assignment to tasks where occupational exposure may take place
2. Repeated training within twelve (12) months thereafter

3. When changes (such as modifications of tasks or procedures or institution of new tasks or procedures) affect the employee's occupational exposure
4. Presented in vocabulary and content which is tailored to the educational and language level of the employee(s)

The CITY OF SANTA CLARITA training program shall include the following elements:

1. A current copy of the Cal/OSHA 5193 Standard
2. Symptoms of bloodborne disease(s)
3. Mode(s) of transmission of bloodborne pathogens
4. A copy of the CITY OF SANTA CLARITA Exposure Control Plan
5. Tasks or procedures which may involve occupational exposure
6. The use and limitations of preventative methods for reducing occupational exposure
7. The types, proper use, location, removal, handling, decontamination, and disposal of Personal Protective Equipment
8. Selection of appropriate Personal Protective Equipment
9. Information regarding the Hepatitis B vaccine
10. Information regarding emergency procedures
11. Information regarding Post-Exposure Procedures
12. Information regarding the post-exposure evaluation and follow-up
13. Information regarding the use of Universal Precautions and signs and labels

CITY OF SANTA CLARITA will address all of the preceding requirements during the course of the initial and annual Bloodborne Pathogens training. **CITY OF SANTA CLARITA will provide each employee with the opportunity to discuss any questions, comments, or concerns during the course of the training(s).**



## **RECORDKEEPING**

### **Medical Records**

CITY OF SANTA CLARITA Infection Control Coordinator is the individual who is responsible for the maintenance of all employee medical records that are related to occupational exposure(s) as indicated below. All medical records pertaining to employee occupational exposure(s) will be kept at the following location(s):

City Hall

All CITY OF SANTA CLARITA medical records shall be maintained in accordance with T 8 CCR Section 3204. These medical records shall be kept confidential, and not disclosed without the employee's written consent, and shall be maintained for the duration of employment of the employee plus an additional thirty (30) years. All medical records shall include the following:

1. The name and Social Security number of the employee
2. A copy of the employee's HBV vaccination status, including the dates vaccination and ability to receive vaccination
3. A copy of the results of the examination, medical testing, and follow-up procedures
4. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the route(s) of exposure and the circumstances of the exposure
5. A confidential copy of the healthcare professional's opinion

### **Training Records**

CITY OF SANTA CLARITA Infection Control Coordinator shall be responsible for the maintenance of the following training records:

1. The date(s) of each training session
2. An outline describing the material which was presented
3. The name(s) and qualifications of the person(s) conducting the training(s)
4. The name(s) and job title(s) of person(s) attending and receiving training(s)

These training records shall be kept at the following location(s):

City Hall

All CITY OF SANTA CLARITA training records shall be maintained for a period of three (3) years

**Availability**

CITY OF SANTA CLARITA employee records shall be made available to the employee or to his or her designated representative for examination and copying upon request in accordance with T 8 CCR GISO Section 3204.

All employee records shall be made available to the Chief of the Division of Occupational Safety and Health (DOSH) and the National Institute for Occupational Safety and Health (NIOSH).

**Transfer of Records**

If CITY OF SANTA CLARITA is closed and there is no successor employer to receive and retain the records for the prescribed period(s), the Chief of DOSH shall be contacted for the final disposition in accordance with T 8 CCR Section 3204.

**Evaluation and Review**

CITY OF SANTA CLARITA Infection Control Coordinator is responsible for the annual review of this program for the effectiveness and for updating this program as needed.

**Informing of Outside Contractors**

CITY OF SANTA CLARITA Infection Control Coordinator shall inform any outside contractor(s) of the potential for occupational exposure. The Infection Control Coordinator shall ensure that each outside contractor is informed of the "General" CITY OF SANTA CLARITA Bloodborne Pathogens Program, Exposure Control Plan, and that the outside contractor(s) are specifically trained by their company regarding work conducted in a medical facility.