

# POLICY MANUAL

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**Subject:** Blood Borne Pathogens  
Prevention and Control  
Program Employee Training

**Effective Date:** 2/10/94

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**Initiated By:** Cindy Stewart  
PI Coordinator

**Approved By:** William C. Anderson  
Medical Director

**Review Dates:** 2/97 CSF; 12/99 CSF;  
2/01 CSF, 12/06 JH, 11/08 NC; 10/12 NC,  
10/13 NC, 11/14 NC, 11/15 NC

**Revision Dates:** 7/05 JL; 10/12 CRB

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## POLICY:

Cumberland Heights provides an in-service program as a component of its Blood Borne Pathogens Prevention and Control Program. This in-service is conducted during initial orientation and annually thereafter.

## PROCEDURE:

1. The in-service contains at least the following information:
  - a) an explanation of the OSHA regulations regarding blood borne pathogens and where a copy of the text may be located;
  - b) a general explanation of the epidemiology and symptoms of blood borne diseases;
  - c) an explanation of modes of transmission;
  - d) an explanation of the exposure control plan and where a written copy may be obtained;
  - e) an explanation of how to recognize tasks that might involve exposures;
  - f) an explanation of the use and limits of exposure prevention and reduction methods, including personal protective equipment, work practices, and engineering controls;
  - g) information on personal protective equipment and the basis for selection;
  - h) information on hepatitis B vaccine, including the efficacy, safety, administration method, benefits, and that it is free of charge;
  - i) what to do and who to call in an emergency involving infectious materials;
  - j) what to do if an exposure occurs, including how to report it and what medical follow-up is available;
  - k) information on post-exposure evaluation;
  - l) an explanation of signs/labels/color coding used within the organization to denote infectious materials; and
  - m) a question and answer period;
  - n) Blood spill kits.
2. Training records of all such in-services are maintained in the Quality Management Office.

These records are maintained for three years and are available to authorized persons on request.