

# COAST TRANSIT AUTHORITY'S BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR BUS OPERATORS

August 26, 1999

## **PORPOSE:**

The purpose of this exposure control plan is to eliminate or minimize Coast Transit Authority's (CTA) bus operator exposure to blood or other infectious body fluids.

## **COMPLIANCE METHODS:**

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to bus operators at CTA. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

Since it is not feasible for CTA to provide bus operators with easy access to hand washing facilities, CTA will provide antiseptic cleanser with clean cloth/paper towels or antiseptic towelettes, for the operator to clean his or her hands after possible exposure.

CTA bus operators will utilize the following engineering controls.

1. Biohazard Bag Container, onboard bus.
2. Latex disposable gloves, onboard bus.
3. Antiseptic hand cleanser or Antiseptic towelettes onboard bus.
4. Clean cloth or paper towels onboard bus.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

1. Latex gloves and Biohazard Bags will be examined daily during the bus pre-trip inspection by the bus operator.

When removing the gloves the operator must <sup>b</sup> be very careful not to touch the outside surface of the gloves with his/her bare hands, once the gloves are off they should be placed in the BIO-  
HAZARD bag and the bag sealed.

Disposable latex gloves used at CTA are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

#### **ANTISEPTIC HAND CLEANSERS:**

After removing the latex gloves the operator should immediately wash his/her hands with warm water and soap if available. If soap and water are not available the operator should immediately cleanse his/her hands with the antiseptic hand cleanser or antiseptic towelettes being sure to clean the entire hand.

#### **LIQUID HAND SANITIZER**

Place a thumbnail size amount of liquid in the palm of your hand and rub hands together briskly until dry.

Hands should be washed with warm water and soap as soon as possible.

#### **TOWELETTES.**

Remove moist wipe from package, be sure to reseal package, use moist wipe to thoroughly clean hands.

Place used moist wipe in BIOHAZARD bag and seal.

If paper towels are used to dry hands place drying towel in BIOHAZARD bag and seal.

Hands should be washed with warm water and soap as soon as possible.

#### **HEPATITIS "A" AND HEPATITIS "B" VACCINE AND POST-EXPOSURE EVALUATION AND FOLLOW-UP.**

Coast Transit Authority will make available the Hepatitis "A" and Hepatitis "B" vaccine and vaccination series to all bus operators and post-exposure follow-up to bus operators who have had an exposure incident.

The Personnel Coordinator shall ensure that all medical evaluations and procedures including the Hepatitis "A" and Hepatitis "B" vaccination series and post-exposure follow-up are:

1. Made available at no cost to the bus operator.
2. Made available to the bus operator 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.

The Operations Director shall insure that:

1. All protective measure are available to the bus operator at no cost to the bus operator.
2. They are made available to the employee at a reasonable time and place. (Dispatch Office)

An accredited laboratory at no cost to the bus operator shall conduct all laboratory tests.

The Director of Administration and Finance is in charge of the Hepatitis "A" and Hepatitis "B" vaccination program.

Hepatitis "A" and Hepatitis "B" vaccination shall be made available after the bus operator has received the training in occupational exposure and within 10 working days of initial assignment. It shall be made available to all bus operators unless the bus operator previously received the complete Hepatitis "A" and Hepatitis "B" vaccination series, antibody testing has revealed that the bus operator is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis "A" or Hepatitis "B" vaccination.

If the employee initially declines Hepatitis "A" and or Hepatitis "B" but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

All bus operators who decline the Hepatitis "A" and or Hepatitis "B" vaccination offered shall sign the OSHA required waiver indicating their refusal.

If a routine booster dose of Hepatitis "A" and or Hepatitis "B" is recommended by the U.S. Public Health Service at a future date, such booster doses shall be made available at no cost to the bus operator.

#### **POST EXPOSURE EVALUATION AND FOLLOW-UP**

All exposure incidents shall be reported, investigated, and documented. When the bus operator incurs an exposure incident, it shall be reported to his/her supervisor as soon as possible.

Following a report of an exposure incident, the exposed bus operator 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 identification is infeasible or prohibited by state or local law.

3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HAV, HBV or HIV infectivity. If consent is not obtained the Operations Director shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, 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 HAV, HBV or HIV testing for the source individual's known HAV, HBV or HIV status need not be repeated.
5. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

**COLLECTION AND TESTING OF BLOOD FOR HAV, HBV AND HIV SEROLOGICAL STATUS WILL COMPLY WITH THE FOLLOWING:**

1. The exposed bus operator's blood shall be collected as soon as feasible and tested after consent is obtained;
2. The bus operator will be offered the option of having his/ her blood collected for testing of the bus operator's HAV, HBV or HIV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All bus operators who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post-exposure follow-up will be performed through CTA's work care program or company physician.

**INFORMATION PROVIDED TO THE HEALTHCARE PROFESSIONAL**

The Operations Director shall ensure that the healthcare professional responsible for the bus operators Hepatitis "A" and or Hepatitis "B" vaccination is provided with the following:

1. A written description of the exposed bus operators duties as they relate to the exposure incident;
2. Written documentation of the route of exposure and circumstances under which exposure occurred;
3. Results of the source individual's blood testing, if available; and
4. All medical records relevant to the appropriate treatment of the employee, including vaccination status.

**HEALTHCARE PROFESSIONAL'S WRITTEN OPINION**

The Operations Director shall 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.

The healthcare professional's written opinion for HAV or HBV vaccination shall be limited to whether HAV OR HBV vaccination is indicated for a bus operator, and if the bus operator has received such vaccination.

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

1. A statement that the bus operator has been informed of the results of the evaluation; and
2. A statement that the bus operator has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

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

## **LABELS AND SIGNS**

The dispatch supervisor shall ensure that "biohazard symbol" labels shall be affixed to the bags that are issued to bus operators for disposal of contaminated gloves, antiseptic towelettes and hand towels.

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

## **INFORMATION AND TRAINING**

The Safety and Training Supervisor shall ensure that training is provided at the time of initial assignment as a bus operator trainee, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

1. A copy of the standard and an explanation of its contents;
2. A discussion of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of Coast Transit Authority's Bloodborne Pathogen Exposure Control Plan and a method for obtaining a copy.
5. The recognition of tasks that may involve exposure.
6. An explanation of the use and limitations of methods to reduce exposure, for example, engineering controls, work practices and personal protective equipment.
7. Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs.
8. An explanation of the basis of selection of PPEs.

9. Information on the Hepatitis "A" and Hepatitis "B" vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
12. Information on the evaluation and follow-up required after an exposure incident.
13. An explanation of the signs, labels, and color coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

## **RECORD KEEPING**

### **Medical Records**

The Personnel Coordinator is responsible for maintaining medical records as indicated below. These records will be kept in the personnel coordinators office.

These records shall be kept in the medical records that are separate from the employee's personnel file and will be confidential, they will

be maintained for at least the duration of employment plus 30 years. The records shall include the following:

1. The name and social security number of the employee.
2. A copy of the employee's HAV and or HBV vaccination status, including the dates of vaccination.
3. A copy of all results of examinations, medical testing, and follow-up procedures.
4. A copy of the information provided to the healthcare professional, including a description of the bus operator's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

## **TRAINING RECORDS**

The Personnel Coordinator will maintain the original training verification record in the operator's personnel file and a copy will be maintained in the operators training record.

Training records shall be maintained for three years from the date of training or as long as the operator is employed with CTA whichever is longest. The following information shall be documented:

1. The date of the training session.
2. An outline describing the material presented.
3. The name and qualifications of the person conducting the training.
4. The name and job title of person attending the training session.

### AVAILABILITY

All training records will be made available to the employee.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

### TRANSFER OF RECORDS

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the National Institute for Occupational Safety and Health (NIOSH) shall be contacted for final disposition.

### EVALUATION AND REVIEW

The Safety and Training Supervisor is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

### DATES

The Training Program was reviewed and updated on June 1, 1999, the Exposure Control Plan for Bus Operators was reviewed and updated on June 22, 1999. All provisions required by this standard will be implemented by July 1, 1999.

Submitted: by Mr. Charles Yetter; Safety and Training Supervisor:

Date: 8/26/99



Approved by Mr. Don Hillman; Director of Operations:

Date: 8/26/99

