

**Winston-Dillard  
School District 116**

Code: **GBEBC-AR**  
Adopted: 7/10/02  
Readopted: 4/20/11  
Orig. Code(s): GBEBAB

### **Exposure Control Plan**

The purpose of this written Exposure Control Plan is to ensure that the district is in compliance with the OSHA Bloodborne Pathogen Standards, 1910.1030. The plan shall be maintained at the district office. The Exposure Control Plan shall be reviewed and updated, at least annually, or whenever new tasks and procedures affect occupational exposure.

1. The following job classifications are identified as occupations which have exposure to or potential exposure to blood and/or body fluids:
  - a. Elementary secretaries;
  - b. Coaches;
  - c. Custodians;
  - d. Instructional assistants;
  - e. Shop teachers;
  - f. P.E. teachers;
  - g. Bus drivers.
  
2. The following job classifications are identified as occupations in which some employees have exposure to or potential exposure to blood and/or body fluids:
  - a. Secondary secretaries;
  - b. All teachers;
  - c. Principals and assistant principals.
  
3. The following is a list of tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs that are preformed by employees in job classifications listed in 1. and 2. above:
  - a. Daily cleaning of restrooms and showers by custodians;
  - b. Clean up after sickness or an injury involving blood by a custodian, teacher, assistant, coach, or secretary;
  - c. First aid given by secretary or teacher;
  - d. First aid or clean up during an athletic event by coaches or custodians;
  - e. Laundering of potentially infectious material by custodians;
  - f. Cleaning of equipment;
  - g. Changing and caring for special education students;
  - h. First aid given by assistants on the playground or classrooms;
  - i. First aid given by a teacher.

4. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and annual training shall be given to all employees in an all staff in-service day in the middle of the school year during normal working hours.
5. Methods of Compliance:
  - a. All human body fluids shall be treated as if known to be infectious for bloodborne pathogens. The most obvious exposure incident is a needlestick. But any specific eye, mouth, other mucous membrane, nonintact skin or parenteral contact with blood or other potentially infectious materials is considered an exposure and MUST be reported to the district office immediately;
  - b. Hand washing facilities are available to all employees. Employees are to wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment;
  - c. Potentially infectious materials shall be placed in an appropriate container, labeled or color-coded as provided by law, which prevents leakage during collection, handling, processing, storage, transport or shipping;
  - d. Employees shall be furnished, at no cost to the employee, appropriate personal protective equipment such as gloves. The employer shall ensure that appropriate personal equipment in the appropriate sizes is readily accessible at the worksite, and shall make accessible any similar alternatives to employees who are allergic to gloves normally provided;
  - e. An area or equipment which has blood or other body fluids on it shall be washed down using household bleach diluted with water, or about one cup of bleach to one gallon of water;
  - f. Hepatitis B vaccinations shall be made available to all employees who are exposed to or might be exposed to blood or other body fluids at no cost to the employee. Whether an employee accepts or declines the offer of the Hepatitis B vaccine, the employee must sign the Hepatitis B Vaccination Form. Any time after an employee initially declines to receive the vaccine, he or she may opt to take the vaccine if still employed with the district.

Only the employee may accept or decline the Hepatitis B vaccination series.

- g. Post-exposure evaluation and follow up shall be available to all employees who have had an exposure incident. The Hepatitis B vaccination and the post exposure evaluation and follow up shall be provided by the district at no cost to the employee, made available during the employee's regular work hours, and performed by the Douglas County Health Department.
- h. The district shall establish and maintain an accurate record for each employee with occupational exposure. Medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law. These records shall be maintained for the employee's duration of employment plus 30 years.
- i. Training records will be maintained for three years from the date the training was given. These records shall be made available to OSHA representatives upon request.

**Winston-Dillard School District**

**Hepatitis B Vaccination Form**

Employee's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I understand that due to my occupational exposure to blood or other potentially infectious materials I may 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. I understand that if I decline this vaccine, I would continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, while working for the Winston-Dillard School District, 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.

- Yes, I want the vaccination.
- No, I do not want the vaccination.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date