

## UNIVERSITY OF SOUTHERN CALIFORNIA BLOODBORNE PATHOGENS PROGRAM EXPOSURE CONTROL PLAN

PI or Supervisor: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Building & Rooms: \_\_\_\_\_

**PROGRAM SCOPE**

The University of Southern California (USC) Exposure Control Plan describes how to eliminate or minimize exposure of all USC personnel to human/non-human primate blood or blood products that might contain bloodborne pathogens. This Exposure Control Plan demonstrates compliance with the California OSHA Bloodborne Pathogens Standard (8CCR Sec. 5193) <http://www.dir.ca.gov/title8/5193.html>

**RESPONSIBILITIES**

Each Principal Investigator (PI) or Supervisor shall:

1. **Print, review and update if necessary the Exposure Control Plan annually and as needed.** The plan shall be available to all personnel within the laboratory or work place along with the other relevant USC safety documents.
2. Assure that each faculty, staff, and student are referred to Laboratory Safety for **training on an annual basis**. Information is provided on the following website <http://capsnet.usc.edu/LabSafety> or call (323) 442-2200.
3. Offer each eligible faculty or staff the **Hepatitis B vaccine**. Information is provided on the following website <http://capsnet.usc.edu/LabSafety> or call (323) 442-2200.

**List of faculty, staff and students who have been determined to be at risk for exposure to bloodborne pathogens or other potentially infectious materials:**

NAME:	JOB TITLE:	TRAINING DATE(S): INITIAL OR ANNUAL	OFFERED HEPATITIS B VACCINE:
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
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			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

**PROGRAM COMPONENTS**

**I. Exposure Determination**

<b>Jobs that have Occupational Exposure to BBP</b>	
<ul style="list-style-type: none"> <li>• All health care and allied services classifications                             <ul style="list-style-type: none"> <li>- Hospital attendants</li> <li>- Technologists</li> <li>- Nurses</li> <li>- Physicians and dentists</li> <li>- Pharmacists</li> <li>- Medical auxiliary services</li> </ul> </li> <li>• Police</li> <li>• Housekeeping</li> <li>• Plumbers and other USC facilities services</li> <li>• Environmental Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>- Radiation physicists</li> <li>- Medical assistants</li> <li>- Social services</li> <li>- Psychologists</li> <li>- Physical and Occupational therapists</li> </ul>
<b>Jobs that may have Occupational Exposure to BBP</b>	
<ul style="list-style-type: none"> <li>• Faculty/principal investigator</li> <li>• Senior or staff research associate</li> <li>• Laboratory supervisor or assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Veterinarian or animal health technician</li> <li>• Others as defined by Principal Investigator/Supervisor</li> </ul>

**Tasks and procedures used in this laboratory or clinic which may pose occupational exposure risk to Bloodborne Pathogens:**

- Phlebotomy or venipuncture of humans or non-human primates
- Injections into humans or animals using human specimens or non-human primate
- Other use of needles with human or non-human primate specimens
- Pipetting, mixing, or handling human or non-human primate blood, fluid, or tissue
- Centrifuging human or non-human primate blood, fluid or tissue
- Handling human or non-human primate tissue, including preparation, dissection, or cutting
- Handling containers of human or non-human primate blood, fluid, tissue, or cultures
- Handling contaminated sharps or other contaminated waste
- Cleaning spills of human or non-human primate blood or other body fluids
- Other \_\_\_\_\_

**II. METHODS OF COMPLIANCE**

**A. Engineered Controls**

<b><i>SAFETY EQUIPMENT USED:</i></b>		
<input type="checkbox"/> Biosafety cabinet <input type="checkbox"/> Fume Hood	<input type="checkbox"/> Local Ventilation <input type="checkbox"/> Enclosure	<input type="checkbox"/> Splash Shields <input type="checkbox"/> Other: _____
<b>Engineered sharps employed:</b> <input type="checkbox"/> Needle-free injectors, IV connectors, etc. <input type="checkbox"/> Plastic vacutainer tubes <input type="checkbox"/> Self-sheathing scalpels, needles, or intravenous catheters, etc.	<input type="checkbox"/> Retractable needles <input type="checkbox"/> Other: _____ If engineered sharps cannot be used, explain why: _____	
<b>Personal Protective Equipment worn while handling BBP:</b> <input type="checkbox"/> Shoe covers <input type="checkbox"/> Lab Coat/ Disposable Gowns	<input type="checkbox"/> Disposable gloves <input type="checkbox"/> Eye protection <input type="checkbox"/> Full face shield	<input type="checkbox"/> Fitted respirator <input type="checkbox"/> Head cover <input type="checkbox"/> Other: _____
<b>Disinfectant(s) used:</b> _____ _____	<b>Contact time:</b> _____ _____	<b>Concentration:</b> _____ _____

## B. GOOD WORK PRACTICE

1. **Engineering and work practice** controls shall be used to eliminate or minimize employee exposure. These controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
2. **Universal precautions:** To prevent infection, treat all human/non-human primate blood and other body fluids, tissues and cells as if known to be infectious for HIV, HBV, HCB, or other bloodborne pathogens.
3. **Personal Protective Equipment (PPE)** shall be provided and appropriately maintained at no cost to all individuals who are at risk of occupational exposure to bloodborne pathogens. Consultation or advice on appropriate PPE usage is provided by the Laboratory Safety Department.
4. **Hand Washing:** Personnel must wash their hands frequently, immediately after removal of gloves and upon any contact with potential BBP materials.
5. **Prohibited Practices:**
  - a. Used needles and other sharps are not to be sheared, bent, broken, recapped, or resheathed by hand. Used needles are not to be removed from the syringe.
  - b. Broken glassware shall not be picked up directly with hands; it shall be cleaned up using mechanical means, such as a brush and dust pan, tongs or forceps
  - c. Mouth Pipetting
  - d. Eating, drinking, smoking, applying cosmetics or lip balm, or handling of inhalers or contact lenses are prohibited in work areas. Food and drink are not to be placed or stored in areas (refrigerators, microwaves, etc.) where potential BBP are kept or may be present.
6. **Labeling:** A biohazard warning sign incorporating the universal biohazard symbol will be posted on the access door to the laboratory work area. All human tissue, body fluid, or other potentially infectious materials must be stored in a container labeled with a biohazard symbol. Equipment where BBPs or potentially infectious materials are stored or handled must also be labeled with the biohazard symbol. All signs are available from Laboratory Safety.
7. **Transportation on Campus:** Specimens of blood or other potentially infectious materials will be placed in a primary container that prevents leakage (capped test tube, centrifuge tube, etc.) during collection, handling, and storage. If the specimens are transported outside of the lab or work site, the primary containers must be placed in a secondary container (bucket, beaker, cooler, etc.) which would contain the contents if the primary container if it were to leak or break.
8. **Shipping of Samples:** Specimens of blood or other potentially infectious materials that will be shipped to or from University of Southern California must be clearly identified as human blood or blood products. The material will be placed in a closed primary container and a leak proof secondary container prior to shipment. Personnel involved with shipping of biohazardous agents or potential BBPs **must have** documented training prior to shipping. Contact Laboratory Safety (323) 442-2200 for additional information on training for shipping samples or specimens.
9. **Sharps containers for contaminated sharps:**
  - a. All sharps container for contaminated sharps shall be rigid, puncture resistant, leakproof, portable, and correctly labeled.
  - b. Containers for sharps shall be easily accessible to personnel and located as close as is feasible to where sharps are anticipated to be found.
  - c. Contaminated sharps are to be placed into sharps containers immediately.
  - d. Contents of the sharps container shall not be accessed unless properly reprocessed or decontaminated. Sharps containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of sharps injury.
  - e. Containers shall be replaced as necessary to prevent overfilling.
10. **Biological Waste Disposal:** Disposal of solid potentially hazardous biological materials shall be placed into a red biohazard bag. The bags are placed in secondary containers that are leakproof, puncture-resistant and labeled with the international biohazard symbol and /or the words "Biohazard." Specific procedures for disposal of biological materials are available from Laboratory Safety on the following link: <http://capsnet.usc.edu/EHS> or calling (323) 442-2200.

**III. REPORTING AND TESTING**

**Reporting and Documenting of Sharps Injuries**

All sharps related injuries will be reported immediately by completing a University of Southern California, “Supervisor’s Report of Injury,” and “Sharps Injury Form” found at (under Filing a Claim) <http://capsnet.usc.edu/WC>. Laboratory Safety will be notified and will initiate a review of the injury and enter the information into a Sharps Injury Log (within 14 days of the injury). The Sharps Injury Log is maintained for five years by Career and Protective Services. The Biological Safety Specialist and the Occupational Safety and Health Specialist will review the log to identify trends and take corrective action.

**IV. MEDICAL SURVEILLANCE PROGRAM**

University of Southern California Laboratory Safety has made arrangements for all appropriate required medical services related to bloodborne pathogens.

**1. Hepatitis B Vaccination**

USC offers all employees a safe and effective vaccine for protection against Hepatitis B at no cost to the employee. It is encouraged that all USC employees are vaccinated. Accepting vaccination is not a condition of employment, therefore the employee has the right to decline the vaccination. Post-vaccination serological testing are available at no cost to the employee to assure that antibodies to hepatitis B have developed. The PI/Supervisor will assure that all personnel with potential for occupational exposure to bloodborne pathogens are offered the Hepatitis B (HBV) vaccination as soon as possible.

Each employee who declines the Hepatitis B vaccination series is required to sign a declination form that will be filed in the Principal Investigator/Supervisor Departmental records and with the Laboratory Safety Department. If you decide to be vaccinated at after denying it, it will still be offered at no cost.

**2. Post-Exposure Evaluation and Follow-up**

Any exposure (e.g. spill, needlestick, ingestion) resulting in direct, unprotected contact with human or non-human primate blood, fluids, or tissue gives you the right to prompt medical evaluation and treatment with a qualified physician familiar with evaluations and treatment protocols as recommended by the Centers for Disease Control and Prevention. These services will be provided to you at no cost.

*Bloodborne Pathogen Exposure Procedure* provides a step-by-step process of what to do in case of an accidental exposure to human blood, blood products, or human or non-human primate cell lines, or a needle-stick. Please either obtain the pamphlet from Laboratory Safety or print out a copy for your lab from the following website:

<http://capsnet.usc.edu/EHS/BioSafety/BloodbornePathogenProgram>

**For Medical Attention During Business Hours**

**Health Science Campus**

Internal Medicine (HCT 1000)  
1520 San Pablo St.  
Los Angeles, CA 90033  
(323) 442-5100

**University Park Campus**

Student Health Center  
849 W. 34<sup>th</sup> St. (1<sup>st</sup> floor)  
Los Angeles, CA 90007  
(213) 740-9355

**For Medical Attention After Business Hours**

**Health Science Campus**

White Memorial Hospital  
1904 Bailey Street, Suite 100  
Los Angeles, CA 90033  
(323) 222-9675

**University Park Campus**

Good Samaritan Hospital  
1225 Wilshire Blvd.  
Los Angeles, CA 90017  
(213) 977-2121

These providers follow a protocol that is designed to provide the individual with the most appropriate medical procedures, consultation and supportive therapy. The exposed employee or student will be provided with a written opinion that will include:

- HBV vaccination status and recommendation
- Results of the post-exposure evaluation and follow-up
- Discussion of any medical conditions resulting from exposure to blood or other potentially infectious materials which requires further evaluation or treatment
- All other findings or diagnoses will remain confidential and will not be included in the written report.

#### **Exposure to animal bites and scratches**

It is important to immediately report all bite wounds and scratches to your supervisor. Wounds must be cleansed immediately in your work area. Your supervisor will give you instructions for the proper cleaning of wounds. After you have cleansed the wound, go immediately to one of the designated healthcare facilities or as directed by USC Workers' Compensation. If it is after hours, follow the directions listed above.

Medical information will not be discussed or revealed to supervisors, personnel representatives, or other health care professionals who do not need the information.

#### **IV. RECORD KEEPING**

The PI/Supervisor must maintain all training records as discussed above for at least three years and provide record keeping for advising staff of the offer of the Hepatitis B vaccination. The medical provider maintains all medical records related to the provision of clinical services for thirty years. To access these records, call the provider directly.