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INTRODUCTION

Florida Tech is committed to providing a safe and healthful environment for all employees, students, and visitors.

This Bloodborne Pathogens Plan has been developed by The Office of Environmental Health & Safety (EH&S) as part of the Florida Tech’s Biosafety Program. This plan has been developed to ensure that all employees are protected from the risk of exposure to bloodborne pathogens, such as the Human Immunodeficiency Virus (HIV) and the Hepatitis B Virus (HBV). This Plan has been developed in accordance with the regulations set forth in the Occupational Safety and Health Administration's (OSHA), 29 CFR 1910.1030: Occupational Exposure to Bloodborne Pathogens Standard.

This plan will be applicable to all employees, students, and researchers who could be "reasonably anticipated", as the result of performing their job duties, to come in contact with blood and other potentially infectious materials (OPIM).
FLORIDA TECH’S RESPONSIBILITIES

Office of Environmental, Health & Safety
- Develop and implement Florida Tech’s Bloodborne Pathogens Program;
- Identify any personnel/students who may be potentially exposed to BBP’s;
- Develop, conduct, and document employee Bloodborne Pathogens Awareness Training;
- Conduct investigations of exposure incidents;
- Recommend work-place practice changes, if necessary;
- Maintain incident reports;
- Assist in providing personal protective equipment (PPE).

Department Leads/Employee Supervisors
- Identify those employees who may be potentially exposed to BBP’s;
- Ensure employees have received Bloodborne Pathogens Awareness Training;
- Ensure an adequate supply of PPE, soap, bleach, etc. is available.

Employees
- Follow procedures set forth in this Bloodborne Pathogens Plan and related training;
- Notify your supervisor of any unknown safety potential risks.

First Responders
- Comply with all aspects of this Bloodborne Pathogens Plan.
**DEFINITIONS**

**Biomedical Waste**
Refers to the following categories of waste which require special handling

1. liquid or semiliquid blood or OPIM;
2. items contaminated with blood or OPIM and which would release these substances in a liquid or semi-liquid state if compressed;
3. items that are caked with dried blood or OPIM and are capable of releasing these materials during handling;
4. contaminated sharps; and
5. pathological and microbiological wastes containing blood or OPIM.

**Blood**
Defined as human blood, human blood components, and products made from human blood. Non-human primate material will also fall into this definition.

**Bloodborne Pathogens**
Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

**Contamination**
Contamination refers to the presence or reasonably anticipated presence of blood, tissue, or OPIM on an item or surface.

**Contaminated Sharps**
Any contaminated object that can penetrate the skin (e.g. scalpels, broken glass, broken capillary tubes, knives, kitchen utensils, and plastic ware).

**Decontamination**
The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item—therefore, rendering the item safe for handling, use, or disposal.

**Engineering Controls**
Mechanical devices that isolate or remove the bloodborne pathogens hazard from the workplace (e.g. sharps containers, shielding, or self-sheathing needles).

**Occupational Exposure**
Defined as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from the performance of the employee's duties".
Other Potentially Infectious Materials (OPIM)
Defined as the following human body fluids: body fluids visibly contaminated with blood; along with all body fluids in situations where it is difficult or impossible to differentiate between body fluids; unfixed human tissues or organs (other than intact skin); HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture media or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Universal/Standard Precautions
An approach to infection control, implements a practice that assumes all human blood and certain human body fluids (Universal) or all fluids, except sweat (Standard) are treated as if known to be infectious for bloodborne pathogens.
OCCUPATIONAL EXPOSURE INCIDENTS

Initial Exposure Incident
An exposure incident is defined as an incident where mucous membranes (i.e., eyes, mouth) or abraded skin contact, or a subcutaneous injection has occurred with blood or OPIM that has resulted from the performance of the employee's duties.

In the event of an exposure incident, the affected employee must immediately seek medical attention. The employee should go to the Holzer Health Center at Florida Tech (see below contact) or the Holmes Regional Hospital (if it is after hours or during the weekend). The employee's supervisor should be notified as soon as possible (within the shift). The employee or employee’s supervisor (or designee) shall complete a Safety Incident Report. The completed report is to be submitted EH&S and a copy should be taken to the Holzer Health Center. For after-hours, send the completed form and the employee to Holmes Regional Hospital.

Holzer Health Center (Florida Tech)
Phone: 321-674-8078
Email: healthcenter@fit.edu
Website: https://www.fit.edu/health/
Address: 2976 Country Club Road, Melbourne, FL 32901

Post-Exposure Evaluation & Follow-up
Per 29 CFR 1910.1030(f)(3), following an exposure incident, the exposed employee shall be made available a post-exposure, confidential medical evaluation at no cost to them. The employee will receive a copy of the evaluating healthcare professional's written opinion within 15 days of its completion.

The evaluation will include at least the following elements:

1. Documentation of the route(s) of exposure;
2. A description of the circumstances under which the exposure occurred;
3. The identification and documentation of the source individual. The identification is not required if the employer can establish that identification is not feasible;
4. The collection and testing of the exposed employee's blood for HBV and HIV;
5. The collection and testing of the source individual's blood for HBV and HIV serological status (after consent is obtained). If consent is not obtained, Florida Tech shall establish, in writing, that legally-required consent cannot be obtained
6. If treatment is recommended by the evaluating healthcare professional using the U.S. Public Health Service Post-Exposure Guidelines, the employee will be referred to Holmes Regional Medical Center;
7. Counseling;
8. Evaluation of any reported illness.
The healthcare professional will be provided with the following information to the extent available:

1. A copy of this plan;
2. A copy of the OSHA Bloodborne Pathogen Standard (29 CFR 1910.1030);
3. Documentation of the route(s) of exposure;
4. A description of the circumstances under which the exposure occurred;
5. Results of the source individual's blood testing, if available;
6. All medical records applicable to treatment of the employee, including vaccination status;

The healthcare professional's written opinion for HBV vaccination is limited to the following:

- Whether the employee needs Hepatitis B vaccination;
- Whether the employee has received such a vaccination.

The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:

- That the employee was informed of the results of the evaluation;
- That the employee was informed about any medical conditions resulting from exposure to blood or other infectious materials that require further evaluation or treatment.

All other findings or diagnoses will remain confidential. All medical evaluations shall be made by or under the supervision of a licensed physician or licensed healthcare professional. All laboratory tests must be conducted by an accredited laboratory at no cost to the employee.

**HEPATITIS B VIRUS (HBV) VACCINATION**

All Florida Tech employees, who have the potential for occupational exposure to blood or OPIM, will be offered the Hepatitis B vaccination series within 10 working days of assignment, at no cost.

Vaccinations will be administered by Holzer Health Center at Florida Tech. Whether or not the employee accepts or declines the vaccine, they must submit a “Hepatitis B Vaccination Acceptance/Declination Form” to their department office and EH&S (this can be electronically). Upon receiving the first of three vaccinations, Holzer Health Center will issue a form to the employee, which will remind the employee of the next vaccination. The employee will be responsible for maintaining and providing EH&S with a completed form when the series of vaccination is complete.
HAZARD COMMUNICATION

All aspects of the Florida Tech’s Hazard Communication Plan will be implemented when handling blood or OPIM. This will include the proper use of labels and employee awareness training. Employees will be trained to recognize potential exposure situations and how to protect themselves through the proper use of engineering controls, administrative controls, and personal protective equipment. Red bio-hazard bags and bins will be used to store, or transport materials contaminated with blood and OPIM.

EMPLOYEE TRAINING

All employees, students, and affiliates who are at risk of exposure to bloodborne pathogens must participate in bloodborne pathogen training prior to initial assignment and annually thereafter. The training may be performed in conjunction with other trainings (e.g. first aid training). The contents will be in accordance with 29CFR1910.1030(g)(2) and can be conducted by EH&S or the employees supervisor.

RECORDKEEPING

All medical records (with the exception of any confidential records from healthcare professionals) will be considered confidential and stored in accordance with 29CFR1910.1020 within in the EH&S office. Records will be retained for the duration of employment plus 30 years and shall be made available upon request to authorized individuals as permitted by law.

Any occupational exposure shall be recorded on the OSHA documents 300, 300A, and 301 if the following is satisfied:

- The incident is work-related and involves the loss of consciousness, a transfer to another job, or restriction of work or motion;
- The incident results in a recommendation of medical treatment.

Due to privacy concerns, “privacy case” must be entered in the space normally used for the employee’s name. A separate, confidential list of the case numbers and employee names for the privacy concern must be maintained in case the information is requested by regulatory agencies.

Although certain criteria will be met for completion of forms 300, 300A, and 301, all reported incidents will be documented by EH&S regardless of seriousness.
EXPOSURE CONTROL PROCEDURE (ECP)

An Exposure Control Procedure (ECP) is a written program of protective measures designed to eliminate or minimize occupational exposure to bloodborne pathogens and to ensure compliance with OSHA. All employees and students must be familiar with the ECP and practice the procedures as outlined. EH&S will review this ECP and update it on a regular basis or as needed. The below describes the Florida Tech’s ECP.

Emergency Contacts
Life Threatening: 911
Non-Life Threatening (Campus Security): x8111 (On Campus) 321-674-8111 (Off Campus)
Non-Life Threatening (Campus Facilities): x8038 (On Campus) 321-674-8038 (Off Campus)
Non-Life Threatening (Environmental Health & Safety Office): ehs@fit.edu

General Work Practices
  o All body fluids and OPIM shall be treated as infectious material.
  o Employees must wash their hands with soap and warm water immediately after removal of
gloves or other PPE, and after potential contact with blood or OPIM.
  o No eating, drinking, applying cosmetics or lip balm, or handling contact lenses is allowed in a
work area where there is a reasonable likelihood of occupational exposure.
  o Employees must perform all procedures involving blood or OPIM in such a manner as to
minimize splashing, spraying, splattering, and generation of droplets of these substances.
  o Equipment that may become contaminated with blood or other potentially infectious materials
will be examined and decontaminated before servicing or use.

Engineering Controls and Administrative Controls
Engineering controls will be the first and preferred method utilized to eliminate or minimize
occupational exposure. When engineering controls cannot eliminate the hazard, administrative
controls (work place practices) will be implemented. The use of PPE will be the third method of
protection.
**Housekeeping**  
Saturated linen shall not be laundered. They are to be placed in double bagged biohazard bags and transported to EH&S for proper disposal.

When emptying trash receptacles, the following procedures should be implemented:
- Tie the bag liners;
- Lift bag from the top only;
- Place full bag into appropriate receptacle;
- Never reach into a receptacle to remove contents;
- Never sort through bags of waste.

General disinfection will be accomplished by utilizing the following materials:
- 10% (minimum) solution of chlorine bleach;
- Lysol or other EPA-registered disinfectants.

**Biohazard/Biomedical Waste Disposal**  
EH&S office will coordinate the disposal of all biomedical waste in accordance with applicable federal and local regulations. Florida Tech shall comply with the following regulations:

- Section 381.0098, Florida Statutes;
- State of Florida Department of Health Bureau of Community Environmental Health, Chapter 64e-16, Florida Administrative Code, Biomedical Waste Regulations;
- Biomedical Waste Permit per the Brevard County's Biomedical Waste Program.

**Biohazard/Biomedical Waste Labels**  
As denoted in the Florida Tech’s Biomedical Waste Management Plan, warning labels that include the universal Bio-hazard/Biomedical waste symbol, followed by the term “Bio-hazard Waste/Biomedical Waste,” (or similar per OSHA) will be included on bags/containers used to store or transport contaminated items. In addition, contaminated equipment which is to be serviced or shipped will have a readily observable label attached which contains the same information along with a statement relating to which portions of the equipment remain contaminated.

All areas which contain biomedical wastes agents must be labeled with a biomedical waste warning label. The symbol will be red, orange, or black and the background color shall contrast with that of the symbol or comply with the regulations of 1910.1030 Bloodborne Pathogen Standard. The below is an example of such a label.
Sharps Control

The term “sharps” (e.g. needles, broken glass) will represent all sharp items that pose a hazard. Sharps shall be disposed of in labeled sharps containers (closable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label) or another EH&S approved container. All Florida Tech personnel must take precautions to prevent injuries by sharp items. The below are considered standard practices that are mandatory at Florida Tech:

i) Needles should never be recapped;
ii) Breaking or shearing of needles are prohibited;
iii) Sharps may be moved or picked up only by using a mechanical device or tool (forceps, pliers, broom and dust pan).

When containers of contaminated sharps are being moved from the area of use or discovery, the containers shall be closed immediately before removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Containers shall not be reused unless specifically approved by EH&S.

Sharps containers will be made easily accessible to employees and will be provided by EH&S upon request. If sharps containers are not available at that location where sharps hazard has been identified, EH&S will pick up and dispose of the sharps in an appropriate, labeled sharps container and provide a new sharps container.
**Personal Protective Equipment (PPE)**

PPE will be utilized as a barrier between the employee and blood or OPIM. The proper use of PPE is an important component of universal precautions procedures. PPE shall be provided to Florida Tech employees at no cost.

The below will be standard procedures regarding PPE:
- Florida Tech will ensure the employee’s PPE is cleaned, repaired, or replaced.
- All employees will receive training on proper use, donning, and doffing of PPE.
- All contaminated PPE (reusable or not) will be immediately discarded in a biohazard bag for disposal.
- Face Masks w/Shield will be used when blood or potentially infectious materials may be splashed or splattered or when eye, nose, or mouth contamination can be anticipated.
- PPE will be maintained by each Department as needed.
- Nitrile or hypo allergic gloves should be utilized. All gloves used shall be disposed immediately after use and never reused.
- Inspect disposable gloves frequently for holes, tears, or deterioration and change and after 60 minutes of continuous use and if punctured.
- Never wear PPE outside of the work area.

Employees will not be permitted to take their reusable PPE home and launder it. It is the responsibility of the employer to provide, launder (if available), repair, replace, and dispose of PPE. All gloves should be examined prior to use for cuts, tears, or punctures. Use only Nitrile or hypo allergic gloves whenever possible. Although latex gloves have proved effective PPE, some workers are allergic to latex and may develop reactions that pose a health risk.
Biological Spills
Notify EH&S immediately upon a spill containing human blood or OPIM. Lab personnel may contain and clean up the spill providing the following is satisfied:

- The appropriate PPE is available;
- The proper spill cleanup materials are available;
- The personnel involved have received Bloodborne Pathogens Training.

The following procedure shall be implemented upon a spill:

1. Notification to personnel in the immediate area that a spill has occurred;
2. A sign indicating that a spill has occurred is placed on the entrance of the area;
3. EH&S is contacted;
4. Personnel will don appropriate PPE;
5. Sharps material involved in the spill shall be removed;
6. The spill area shall be saturated with 10% bleach solution for a minimum 30 minutes;
7. All contaminated materials shall be disposed in red bio-hazard bags;
8. Any equipment used to clean up spills (e.g. mops, etc.) must be either decontaminated with the appropriate germicide or disposed in biohazard bags;
9. All non-reusable PPE used shall be disposed in biohazard bags;
10. A Safety Incident Report is to be completed by the personnel involved (or representative);
11. EH&S reviews the incident report, addressing any safety concerns.

Biological Spill Kits
A prepared spill kit will allow for a more effective and safer clean up and will ensure each area that contains biologic material is better prepared for a spill. A good kit should include the following:

- Gown
- Gloves
- Eyewear
- Mask
- Kitty Litter
- Whiskbroom
- Paper Towels
- Dustpan
- Household Bleach/Chemical Germicide
- Biomedical Waste Red Bags
- Sharps Container
REPORTING CONCERNS

All personnel (employees, students, and trained contractors) are responsible for reporting concerns and/or safety violations (this includes potential concerns that may pose risk). Individuals may report any concern either directly or anonymously.

General Reporting
chs@fit.edu

Anonymous Reporting
OSHA Phone: 1-800-321-OSHA
Online: https://www.osha.gov/pls/iosa7/eComplainForm.html

Tampa Area OSHA Office (Also Anonymous)
5807 Breckenridge Parkway, Suite A
Tampa, Florida 33610-4249
(813) 626-1177
(813) 626-7015 FAX