

Corporate Policy and Procedure



POLICY	Bloodborne Pathogens
CATEGORY	Health & Safety
AUTHORITY	All Departments
RELATED POLICIES	Job Hazard Analysis Reporting and Investigating Serious Incidents and Accidents Departmental SOPs
APPROVED BY	Executive Team
EFFECTIVE DATE	May 14, 2008
REVISION DATE	January 31, 2019

Policy Statement

Guided by our corporate values, the City of Guelph will ensure that all reasonable efforts are made to protect the health and safety of workers who may come in contact with bloodborne pathogens. Workers will be provided with the necessary education, resources and support to protect themselves from possible transmission of infectious diseases.

Purpose

To establish the measures and precautions to take when a worker can encounter or is endangered by exposure to bloodborne pathogens.

Scope

This policy applies to all departments where workers, while carrying out their duties, may be exposed to materials or objects through which disease and infection may be transmitted.

Definitions

Biohazardous Infectious Material

These materials are organisms or the toxins they produce that can cause diseases in people or animals. Included in this division are bacteria, viruses, fungi and parasites. As these organisms can live in body tissues and fluids, they should be treated as toxic.

Bloodborne Pathogen (BBP)

Viruses that are found in blood and other body fluids, and are capable of causing disease; typically Human Immunodeficiency Virus (HIV), Hepatitis B and Hepatitis C. This definition is inclusive of any other bloodborne pathogens capable of causing disease.

Body Fluids

Includes but not limited to blood, semen, vaginal secretions, wound drainage, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, saliva and mucus.

Contaminated Sharps

Any object which could readily puncture or cut the skin of an individual when encountered and where the possibility exists for the transference of bloodborne pathogens to the handler. Examples include, but are not limited to the following: needles, syringes with needles attached, scalpels, blades, disposable scissors, suture equipment, and broken glass that may contain human blood, bodily fluids and tissues with pathogens.

Exposure

An exposure occurs when contaminated body fluids may enter the body of a non-infected person. Exposures may occur through:

- A puncture of the skin with an object contaminated with body fluids (eg. contaminated needle or scalpel)
- Contact of infected body fluids with mucous membranes of the mouth, eyes, or nose
- Contact of infected body fluids with non-intact skin

Hepatitis

Swelling and inflammation of the liver. It is not a condition, but is often used to refer to a viral infection of the liver.

Human Immunodeficiency Virus (HIV)

Infects the immune system and can lead to developing Acquired Immune Deficiency Syndrome (AIDS).

Sharps

Items that could either cause a puncture, cut or abrasion and subsequent infection/disease or which may potentially infect an existing open wound, e.g., needles, syringes, blades, lancets, clinical glass (glass possibly contaminated with blood, body fluids or chemicals).

Supervisor

A person who has charge of a workplace or authority over a worker

Worker

Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

Universal Precautions

The practice of dealing with all human blood and other bodily fluids as if they were infectious. Health Canada recommends that universal precautions be applied to all potential exposures to bodily fluids, regardless of whether or not the source is known to be infected.

Procedure

ROLES AND RESPONSIBILITIES

Executive Team

- Ensure that service area leaders are aware of the content of this policy, and support the successful implementation of the requirements as laid down.

Manager/Supervisor

- Adhere to the policy and provide workers with the applicable procedure
- Ensure that all workers, who may be exposed to the hazards of disease and infectious transmission, receive training in WHMIS (specifically Biohazardous Infectious materials, if applicable)
- Identify situations where a worker is more likely to be exposed to bloodborne pathogens
- Advise all workers of the precautions necessary to protect themselves where there is potential for exposure to bloodborne pathogens
- Provide appropriate personal protective equipment and supplies required for handling, cleaning and disposal of biohazardous waste or infectious materials, e.g. gloves, safety glasses, face shield, apron, bleach, absorbent, etc. and ensure it is used
- Ensure appropriate investigation and reporting into incidents where a worker is exposed to bloodborne pathogens
- Ensure this policy is reviewed upon hire, and as frequently as required, but no less than every three years.

Worker

- Adhere to the policy and applicable procedure
- Participate in the training provided by the employer and apply the knowledge gained in the performance of their duties

- Follow all measures and precautions to protect themselves from bloodborne pathogens
- Be aware of personal immunization as an effective tool in preventing the occurrence of vaccine-preventable diseases
- Report to the supervisor actual or potential incidents of exposure to bloodborne pathogens

Health and Safety

- Monitor the evolving medical and scientific information and provide available updates to departments so that health and safety best practices may be implemented
- Provide support for issues with bloodborne pathogens, including the organization of specific training and provision of the option for departments where exposure likelihood is considered high, of hepatitis vaccinations.
- Coordinate immunization clinics for departments as needed, where there is potential for exposure to bloodborne pathogens

Human Resources

- Report to WSIB for all workplace needle stick or sharp related injuries

Corporate Procedure

Prevention

- Department supervisors will evaluate their respective workplaces and job functions to identify potential disease related risk for their workers
- Health and Safety, in consultation with each department, shall identify positions where immunization or other preventative measures are recommended to enable workers to perform their job duties safely
- The worker will ensure they take all reasonable precautions against contracting and transmitting infectious disease
- Types of controls for protection against occupational exposure to blood and certain body fluids include:
 - a. Engineering controls – methods of isolating or removing hazards from the workplace, e.g., sharps disposal containers, ventilation
 - b. Work practice controls – practical techniques that reduce the likelihood of exposure by changing the way a task is performed, e.g., hand washing, handling of used needles and other sharps, collecting and transporting fluids and wastes
 - c. Personal protective equipment – prevents blood and body fluids from reaching the worker’s skin, mucous membranes, or personal clothing, e.g., gloves, lab coats, gowns, shoe covers, goggles, glasses with side shields, masks, and resuscitation bags

Handling and Disposal

Contaminated Sharps

1. Supervisors shall ensure work areas are equipped with approved and labeled rigid plastic puncture proof containers for sharps.
2. All suspicious materials will be handled with caution using latex, nitrile or vinyl gloves.

3. Tongs, pliers, shovels, garbage collectors or other such tools will be used to avoid direct contact. No sharp should ever be picked up using a bare hand.
4. Contaminated needles and other contaminated sharps shall not be bent or recapped. Shearing or breaking of contaminated needles is prohibited.
5. The steps to follow for disposal of contaminated sharps are as follows:
 - i. Wearing appropriate personal protective equipment (i.e., eye protection and rubber gloves), place an open sharps container on a flat surface, as close as possible to the sharp. Do not hold the sharps container with the other hand. Hold one hand behind back, and use the tool with the other hand to place sharp into container.
 - ii. Carefully place sharps into container. Keep the needle tip pointed away from self.
 - iii. Being extremely careful and using the tongs, pick up the needle at the plunger end. Place the needle in the sharps container with the needle tip pointing down.
 - iv. Close the container and secure the lid.
 - v. Remove gloves and wash your hands with soap and water for at least two minutes.
6. In cases where a worker suspects an unusual circumstance exists, indicated by the quantity, location and/or type of material found, the supervisor shall be notified immediately. A decision regarding notification of outside authorities such as Public Health, and/or Police Department shall be made by the supervisor. The **Environmental Protection Officer** may be contacted at any time by calling (519) 837-5629, to help assess the situation.
7. When a sharps container is full, that is the contents of the container reach the full line of the container, it shall be closed and locked by the person finding it so.
8. When full, the locked sharps container shall be removed from its location and an empty container shall be put in its place.
9. Final disposal of full sharps containers shall take place by securely transporting in a vehicle equipped to carry such containers to one of the following destinations:

Waste Resource Innovation Centre
Hazardous Waste Drop-off
110 Dunlop Drive
Guelph ON N1L 1E4

Wellington-Dufferin-Guelph Public Health
160 Chancellors Way
Guelph, ON N1H 5K1

10. All injuries sustained through exposure to contaminated sharps must be immediately reported to a supervisor and logged on the [Human Resources – Incident Investigation Report Form A](#) and myhr should be contacted immediately on x.6947

Bodily fluids

1. Treat all blood and body fluids as possibly infectious, and practice universal precautions.
2. Restrict access to the area by placing pylons, wet floor signs or closing off the area temporarily until the area is properly cleaned.
3. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
4. Always use disposable latex, nitrile or vinyl gloves on clean-up procedures.
5. Place paper towels and/or absorbent over entire area and clean up the body fluids. Discard towels or absorbent material in a leak-proof plastic bag and double bag.
6. Disinfect all contact surfaces after clean-up with solution of nine (9) parts hot water to one (1) part chlorine bleach. This solution does not store well so it must be mixed just prior to use in the required ratio of water to bleach, and wearing the appropriate personal protective equipment.
7. All cleaning equipment must be disinfected with the same solution.
8. Rinse area with water after disinfecting, and place pylons around area until dry.
9. Take one glove off (inside-out method), and put it in your hand that is still gloved. Pull off the remaining glove so it is now inside out. Place gloves in same leak-proof double plastic bag, secure bag and discard with regular garbage.
10. Wash hands thoroughly with soap and water for at least two minutes.
11. Where the bloodborne pathogen cannot be solidified (i.e., through the use of absorbents), or is found in a fluid state, it cannot be disposed of through regular garbage. The **Environmental Protection Officer** may be contacted at any time at (519) 837-5629 to assess the waste, and determine the appropriate company to contact for removal and disposal.

Exposure

Any worker who is exposed to any of the following situations shall report the circumstances to the supervisor and seek health care treatment immediately:

- A puncture wound or cut from a needle or sharp contaminated with blood or body fluids (this sharp should be kept isolated in a separate container, and brought with the worker to the health care professional for further examination if needed)
- A significant blood or body fluid exposure to their skin (with open wounds), from a known or unknown source
- A splash of blood or body fluid to a mucous membrane (eyes or mouth) from a known or unknown source
- A human or animal bite that breaks the skin; and/or
- A puncture wound from an unknown source, e.g., needle in garbage

The supervisor shall:

1. Advise worker to wash the potentially infected area(s) with soap and water for a minimum of two minutes
2. Advise worker to get appropriate treatment from a health care professional as soon as possible
3. Complete a [Human Resources – Incident Investigation Report Form A](#) immediately and contact myhr on x.6947
4. Ensure the contaminated equipment is cleaned

In cases where accidental exposure to bloodborne pathogens may occur, and the skin is not broken, the worker should:

- Keep hands and fingers out of eyes, ears, nose and mouth
- Not eat, drink or smoke until hands have been washed
- Wash the exposed area and hands with soap and water for at least two minutes or use waterless hand wash or alcohol wipes until running water is available

Training

All workers with the risk of coming in contact with bloodborne pathogens must be informed of and be familiar with:

- The potential hazard of bloodborne pathogens
- The measures to be taken to protect against the hazard, e.g., universal precautions, personal protective equipment to be worn
- The post-exposure protocol and the process for reporting bloodborne pathogen exposures
- Related corporate and department specific policies and procedures

Reference Documents

Occupational Health & Safety Act R.S.O. 1990, Chapter O.1

Ontario Regulation 833 Control of Exposure to Biological or Chemical Agents

Ontario Regulation 860 Workplace Hazardous Materials Information System (WHMIS)

Occupational Safety and Health Administration (OSHA) Standard 1910.1030

WSIB Report on Needlestick Injury or Body Fluid Splash

Revision History

Document Owner	Issue / Revised Date	Reason For Changes
Health & Safety	May 14, 2008	Initial draft

Document Owner	Issue / Revised Date	Reason For Changes
Health & Safety	December 12, 2016	<p>Added requirement to schedule clinics for departments where there is a significant risk for exposure.</p> <p>Added section to remind staff not to bend or recap needles that they may find.</p> <p>Added verbiage to identify the use of additional PPE when needed.</p>
Health & Safety	January 2, 2018	<p>Added definitions for contaminated sharps, supervisor and worker</p> <p>Added Executive Team responsibilities</p> <p>Added additional steps (7-10) related to Handling and Disposal of Contaminated Sharps</p> <p>Added requirement to contact myhr when an exposure to contaminated sharp or bodily fluid occurs</p>
Health & Safety	January 31, 2019	<p>Annual review. No changes made.</p>