



Bloodborne Pathogen and Hazard Communication Training Procedure

PURPOSE

To protect Brevard Public School (BPS) District employees and building occupants from potential exposure of Bloodborne Pathogens (BBP) and to provide Hazard Communications (HC) through employee training in the proper use of personal protection equipment and hygiene practices.

SCOPE

All BPS site based employees must receive annual BBP and HC refresher training. Personnel designated by the site based administrator (principal or director) to clean-up and handle biomedical waste must receive additional training pertaining to proper segregation and labeling of Biomedical Waste (BW). Employees determined to be at risk for exposure to bloodborne pathogens are entitled to receive hepatitis-B vaccinations.

Each school and each ancillary school site shall maintain three years of BBP and HC training records and yearly updated site specific *Hazard Exposure Control and Biomedical Waste Plan* documents. The Local Health Department and/or the BPS Office of Environmental Health and Safety (EH&S) have the right to review training records and *Hazard Exposure Control and Biomedical Waste Plan* documents at any time.

TRAINING

All BPS schools and site employees (i.e. faculty, staff, and administrators) shall receive annual BBP and HC training. This is typically accomplished during the staff planning timeframe established just prior to each school year. All newly added employees shall receive the same training within 30-days of first employment with BPS.

BW training must be provided to those employees designated to clean-up blood and bodily fluid spills. The annual *Hazard Exposure Control and Biomedical Waste Plan*, written for each school/site, shall identify (by name) the designated employees assigned the tasks of BW cleanup, handling, containerizing, and storage. All newly added employees shall receive the same training prior to performing any task associated with BW.

The BPS Office of EH&S determines the content of BBP, HC, and BW training. Training is typically provided in the form of audio/visual recorded content.

It is the responsibility of each site based administrator to maintain (and replace as necessary) the training content provided to them.

Each site based administrator is responsible to insure all of their site specific employees receive the necessary training (yearly and upon new employment). Questions pertaining to the training content can be presented to the Office of EH&S for answering.



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Each site based employee shall print and sign her/his name on the Training Affidavit Form provided on the BPS Procedures and Forms website. The principal or director shall sign her/his name attesting to the fact that the subject training was provided to her/his employees. Additional Training Affidavit forms can be printed-out and used to document training provided for those employees who missed the main training session (i.e. make-up sessions, mid-term hired employee, etc). The BBP, HC, and BW Training Affidavit Records must be kept with the site's yearly copy of the *Hazard Exposure Control and Biomedical Waste Plan*.

WRITING THE HAZARD EXPOSURE CONTROL AND BIOMEDICAL WASTE PLAN

Each school/site is responsible for yearly updating the site specific *Hazard Exposure Control and Biomedical Waste Plan*. This is typically performed during the staff planning timeframe, just prior to each school year. The Plan format is available on the BPS Procedures and Forms website.

In part, the Plan requires determination and record of the following:

- Identify who is at risk of exposure to blood and body fluids, based on job descriptions and work assignment(s)
- Which employees are assigned to clean-up blood and body fluid spills
- What type of personal protective equipment is designated for use in spill response
- The location where personal protection equipment is stored on campus
- The location where spill clean-up equipment is stored on campus
- The location where the BW box and sharps container are stored on campus
- The name of the business that provides BW transport and treatment/disposal service

PROVIDING HEPATITIS B VACCINATION

All BPS employees determined to be at risk of exposure to blood and body fluids, are entitled to receive Hepatitis B Vaccination. The BPS Office of EH&S shall cover the cost and assist with the coordination of vaccinations.

APPLICABILITY

This procedure is written pursuant to the following:

- BPS Board Policy 8453 – Control of Bloodborne Pathogens
- BPS Environmental Health & Safety Plan
- Florida Administrative Rule 64E-16 (Biomedical Waste)
- OSHA Bloodborne Pathogen Standards - 29 CFR1019.1030
- OSHA Hazard Communication Standards - 29 CFR1019.1200