

Title:	Bloodborne Pathogens	
Purpose:	To establish a bloodborne pathogen control program for City and County of Honolulu employees to eliminate or control occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens.	
Issued by:	Industrial Safety and Workers' Compensation	Date: August 1, 2019
References:	Historical: Hawaii Administrative Rules (HAR), Title 12, Chapter 12-205.1, Bloodborne Pathogens; CS Circular 16-92 (10-15-92); CS Memo, Subject: Bloodborne Pathogen Policy Supplement (7-11-96) New: Section 12-60-50, Hawaii Administrative Rules, Title 12, incorporating Title 29, Part 1910.1030 of the Code of Federal Regulations (CFR), Bloodborne Pathogens	

I. **POLICY**

The City and County of Honolulu (City) will administer a continuing and effective safety program to control employee exposure to bloodborne pathogens to comply with the Hawaii Occupational Safety and Health Law, Section 12-60-50, HAR, which incorporates Title 29, Part 1910.1030, CFR.

II. **APPLICABILITY**

This policy is applicable to the Honolulu Emergency Services Department (including Health Services); Honolulu Fire Department; Honolulu Police Department; Department of Parks and Recreation; and the Medical Examiner's Office. Other departments and agencies may be required to follow this policy if their employees are subject to occupational exposure to bloodborne pathogens in the performance of their duties.

III. **DEFINITIONS**

"Blood" means human blood, human blood components and products made from human blood.

"Bloodborne pathogens" means 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 and human immunodeficiency virus.

"Engineering controls" means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineering sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogen hazard from the workplace.

"Licensed healthcare professional" means a person whose legally permitted scope of practice allows him or her to perform independently the activities required for HBV vaccination and post-exposure evaluation and follow-up.

"HBV" means hepatitis B virus.

“HIV” means human immunodeficiency virus.

“Needleless systems” means a device that does not use needles for:

1. The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
2. The administration of medication or fluids; or
3. Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

“Occupational Exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.

“Other Potentially Infectious Materials” means:

1. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluids, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
3. HIV-containing cell or tissue cultures, organ cultures and HIV or HBV containing culture medium or other solutions, and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

“Parenteral” means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

“Personal Protective Equipment (PPE)” means specialized clothing or equipment worn by an employee for protection against a hazard (e.g., gloves, eye protection, gowns, caps, and coats).

“Source individual” means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

“Universal precautions” means an approach to infection control where all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

“Work control practices” means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

IV. RESPONSIBILITIES

Specific responsibilities for the bloodborne pathogen control program are established as follows:

A. Department of Human Resources (DHR)

1. Administer this Bloodborne Pathogen policy and monitor departmental compliance with this policy and the statute.
2. Review and update the program as changes occur in the law.
3. Advise and assist departments and agencies in implementing their programs.
4. Review and approve all department and agency Exposure Control Plans for compliance with Section 12-60-50, HAR.
5. Review department and agency programs periodically.

B. Honolulu Emergency Services Department (including Health Services); Honolulu Fire Department; Honolulu Police Department; Department of Parks and Recreation; Medical Examiner's Office; and other departments and agencies, as appropriate

Department and agency heads are responsible to comply with the provisions of this policy and Section 12-60-50, HAR. Each department or agency shall have a written Exposure Control Plan designed to eliminate or control employee exposure to bloodborne pathogens. The plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The plan shall include at a minimum, the following:

1. An exposure determination of tasks and procedures where there is actual or anticipated occupational exposure to blood or other potentially infectious materials. The exposure determination shall be made without regard to the use of PPE and shall include:
 - a) A list of all job classifications where all employees have occupational exposure;
 - b) A list of job classifications where some employees have occupational exposure; and
 - c) A list of all tasks and procedures or groups of closely related tasks and procedures where occupational exposure occurs, the procedures that must be followed and PPE that must be worn (see Sample Worker Protection Against HIV and HBV Transmission).
2. Procedures requiring City employees to follow universal precautions when providing emergency care since medical history and examination cannot identify patients infected with HIV, HBV or other bloodborne pathogens.

3. Engineering and work practice controls and sound personal hygiene practices to minimize or eliminate employee exposure.
4. Provisions for use of PPE such as gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. PPE shall be provided by the department or agency and used by the employee.
5. Provisions for maintaining the worksite in a clean and sanitary condition. A written cleaning and decontamination schedule shall be implemented based on the type of surface to be cleaned, type of soil present, and the tasks and procedures being performed. Warning labels shall be affixed to containers of infectious waste using the accepted biohazard label.
6. Provisions for training employees covered by this policy at the time of their assignment and annually thereafter. The training program shall be tailored to the tasks performed in the work environment and requirements of Section 12-60-50, HAR. Training records will include the name of instructor(s), names of persons attending the session, date(s) of training and contents or summary of the training material. Records shall be kept for three years.
7. Written reporting procedures for all exposure incidents. For each exposure incident, a report will be made to evaluate engineering controls, work practices, and PPE and clothing worn at the time of the incident; to identify control failures; and to recommend corrective measures. The department or agency head will approve the recommended corrective measures. A copy of the written evaluation will be placed in the exposed employee's medical record (see Post Exposure Evaluation and Follow-up).
8. A medical surveillance program implemented in coordination with Health Services for employees covered under this policy. This program will require:
 - a) A medical evaluation prior to job assignment to ensure the employee's ability to wear PPE and receive vaccinations.
 - b) A HBV vaccination to be available within 10 working days of initial assignment. HBV vaccination declinations will be documented (see Hepatitis B Vaccination Declination).
 - c) A confidential post exposure counseling program for any employee exposed to a source individual with AIDS, or who is found to be HIV positive and who refuses testing.
9. Provisions incorporating requirements of the Needlestick Safety and Prevention Act to select safer needle devices as they become available and to involve employees in identifying and choosing these devices. A sharps injury log must be maintained to record injuries from contaminated sharps while protecting the privacy of those employees who suffer these injuries.

C. Honolulu Emergency Services Department, Health Services

Develop and implement a written Bloodborne Pathogen Surveillance Program to comply with this policy and Section 12-60-50, HAR.

1. Provide pre-assignment medical evaluations to employees prior to assignment to positions covered by this policy.
2. Help departments and agencies develop and implement HBV vaccination programs and supervise HBV vaccination of employees with potential for occupational exposure in the performance of their duties.
3. Maintain medical records for the duration of employment plus 30 years as required by Section 12-60-50, HAR.
4. Provide professional medical advice and assistance to departments and agencies implementing this policy.

D. Honolulu Emergency Services Department

1. Provide required medical evaluations under the supervision of a licensed health care professional and for laboratory tests conducted by an accredited laboratory.
2. Provide for post exposure counseling and treatment to any employee exposed to a source individual who has AIDS, or who is found to be HIV positive or who refuses testing.
3. Establish Infectious Disease Exposure Reporting Procedure (see sample based on Honolulu Emergency Services Department letter dated 5/29/2012, "New Infectious Disease Exposure Staff and Procedures").

E. Employee

1. Follow the procedures and practices for bloodborne pathogens established by the department to comply with this policy and Section 12-60-50, HAR.
2. Report exposure incidents promptly to the employer using the Report of Occupational Exposure to Infectious Disease, City and County of Honolulu, and the City's Report of Industrial Injury or Illness (Form DHR-ISWC-1) to preserve rights under the Hawaii Workers' Compensation Law.

IV. GOOD SAMARITAN ACTS

Employees exposed to blood or other potentially infectious materials while helping members of the public or fellow employees shall report the incidents promptly on form DHR-ISWC-WC-1, "Report of Industrial Injury or Illness." Departments shall make post exposure evaluation, counseling and treatment available to these employees as described in Paragraph IV, B, 7 of this policy. Employees performing "Good Samaritan Acts" are usually employees who are not members of a first-aid team or who are not expected to render medical assistance as a job duty.

V. PROGRAM COSTS

Each department and agency is responsible for covering costs associated with their program.