

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

8. EXPOSURE CONTROL PLAN IMPLEMENTATION

A. Schedule

All provisions required by this Plan were implemented April 1, 1994.

B. Responsibilities

1. School Principals and Department Heads shall:

- a. Ensure that all employees in category 1 and 2 are identified and scheduled for training, and offered Hepatitis B vaccinations.
- b. Evaluate job descriptions annually for category 1 and 2 employees to include potential for occupational exposure to bloodborne pathogens. Ensure that job descriptions are reviewed for exposure potential and categorized whenever created or revised.
- c. Notify Personnel Information Management of changes in employees' job classifications or significant job duties, so that personnel records reflect employees' current status.
- d. Obtain and provide personal protective equipment (PPE) to employees according to requirements in Paragraph IV.I., and ensure that employees utilize PPE as required to prevent exposure.
- e. Ensure that necessary housekeeping measures and custodial procedures are implemented in the workplace.
- f. Provide all necessary containers and labels for regulated biohazardous waste generated by the school or facility, and ensure that regulated biohazardous waste is properly segregated from all other solid waste and disposed of in accordance with state laws and School District policies. See Appendix 3.

- g. Ensure that all employees who are exposed to blood or OPIM in workplace incidents are referred for medical evaluation **within 24 hours** following the exposure incident, utilizing reporting procedures established by the Department of Employee Benefits and Risk Management/Workers' Compensation section. Ensure that the forms included in Appendix 5, 6 and 7 are completed and provided to the examining physician at the time of employee referral.
 - h. Ensure that all exposure incidents are evaluated for necessary corrective actions and that corrective actions are implemented. Incident evaluation shall be completed no later than seven days after the exposure incident. (See Section VI, Paragraph C for specifics)
 - i. Maintain a copy of this Exposure Control Plan at each school or facility and ensure that employees are granted access to review the Plan on request.
 - j. Contact the Department of Employee Benefits and Risk Management to recommend necessary changes or updates to this Exposure Control Plan.
2. The Department of Employee Benefits and Risk Management shall:
- a. Provide annual review and any necessary updates to this Exposure Control Plan.
 - b. Provide assistance to schools and facilities to coordinate implementation of the provisions of this plan.
 - c. Maintain employee training records required under this plan.
 - d. Complete applications for any necessary permits for generation and disposal of regulated biohazardous waste.
 - e. Coordinate with Business & Technology to provide instructors and class schedule for initial and new hire training.

- f. Maintain employee medical records, including records of employee vaccination status and medical evaluations of exposure incidents, in confidential personnel files.
 - g. Ensure that continuing medical service is provided for Hepatitis B vaccinations for new hires that are covered by this plan.
3. The Department of Employee Benefits and Risk Management will ensure that all records of exposure incidents are placed in the appropriate employee medical files.
4. Procurement and Warehousing shall jointly assure that personal protective equipment (PPE) items listed in Appendix 4 are purchased and maintained in warehouse stores at stocking levels adequate to meet District needs.
5. All School District employees shall:
- a. Follow work practices specified in this Exposure Control Plan and any protocols/procedures specific to the work site.
 - b. Wear all PPE supplied and required to prevent exposure to blood or OPIM during performance of job duties.
 - c. Utilize sharps containers and other engineering controls provided to prevent workplace exposure.
 - d. Report immediately to the school Principal or Department Head (or designee) any suspected workplace exposure to blood or OPIM, so that prompt medical treatment can be initiated.
 - e. Contact the Department of Employee Benefits and Risk Management to recommend any necessary changes or updates to this Exposure Control Plan.