

BLOODBORNE PATHOGENS PROCEDURE (SAF-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for reporting potential exposure of an employee to bloodborne pathogens.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Safety and Health Director

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer (CHRO)

Signature

Date

4.0 DEFINITIONS:

- 4.1 Bloodborne Pathogen Exposure (BBPE): Any exchange of body fluid into, or from, an entry point.
- 4.2 TOSHA: Tennessee Occupational Safety & Health Administration

5.0 PROCEDURE:

- 5.1 A potential exposure occurs.
- 5.2 The potential exposure is reported to the designated Building Administrator.
- 5.3 The Administrator reports the incident to the Safety and Health Director by telephone.
- 5.4 The Safety and Health Director determines if there has been a BBPE.
- 5.4.1 If there was no exposure, this procedure ends.
- 5.5 If an exposure is determined, the Safety and Health Director contacts and/or meets with the affected employee and the building administrator.
- 5.6 An exposure report is written by the Safety and Health Director.
- 5.7 Employee is offered a copy of Clarksville-Montgomery County School System's Bloodborne Pathogen Exposure Control Program (Refer to [RSK-PRO1](#)) and a copy of Tennessee Occupational Safety & Health Administration's (TOSHA) Bloodborne Pathogen standard.
- 5.8 Employee chooses from three options and completes and signs Bloodborne Pathogen Exposure Form. Refer to [SAF-F006](#). The options are:
- 5.8.1 Employee has the right to be tested for HIV & Hepatitis B.
- 5.8.2 Employee has the right to request that student/employee/other individual who caused exposure be tested.
- 5.8.3 Employee has the right to decline both.

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- 5.9 The report is closed by the Safety and Health Director and submitted to the Chief Human Resources Officer. If the employee requests to be tested or requests the student/employee/other individual be tested, the Safety and Health Department will make the arrangements.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Bloodborne Pathogen Exposure Control Program [RSK-PRO1](#)
- 6.2 TOSHA Standard
- 6.3 Bloodborne Pathogen Exposure Form [SAF-F006](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Exposure Report and Exposure Form	Safety and Health Department	30 years	Shredded	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/28/03		Initial Release
2/24/05	A	Change responsibility and authority, replace Safety Officer with Safety Coordinator throughout procedure, update flowchart
4/18/07	B	Remove WC reference, add form SAF-F006, update flowchart
6/11/09	C	Add 4.2, update employee titles, add Employee Safety Handbook web link to 6.1, revise flowchart
4/6/11	D	Changed wording from "issued" to "offered" in 5.7, Added clarification to title of Bloodborne Pathogen Program and added link to 5.7, Added clarification to Associated Documents 6.1, Changed storage of exposure reports/forms from Safety Office to Risk Management/Safety Department in Record Retention.
12/13/16		Updated department name, logo, and flowchart.

9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

End of Procedure

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