

City of Urbandale

**Bloodborne Pathogens (BBP)
Exposure Control Plan**



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Introduction

This Bloodborne Pathogens Exposure Control Plan (ECP) explains how the City of Urbandale works to protect employees from exposure to bloodborne pathogens and Other Potentially Infectious Materials (OPIM). The goal of this plan is to reduce the risk of infection and explain what to do if exposure happens at work.

The City of Urbandale is committed to providing a safe workplace. This plan applies to all City locations where exposure may occur and covers full-time, part-time, temporary, contract employees, and volunteers.

This document does not replace OSHA standards. For more information, see OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030.

Program Administration

The Director of Risk Management/Support Services is responsible for managing and enforcing this Exposure Control Plan. The plan will be reviewed and updated at least once a year, or whenever job duties or procedures change. Updates may also be completed by the department Safety Leadership representative.

A copy of this plan is available during work hours at the following locations:

- Parks & Public Works Maintenance Facility, 9401 Hickman Road
- Water Utility, 3720 86th Street
- Online at www.Urbandale.org/Safety
- By contacting the Director of Risk Management/Support Services

Training on this plan is provided to new employees, employees with new exposure risks, and annually thereafter.

Exposure Determination

Exposure determination identifies which jobs may involve contact with blood or OPIM. This determination is made without considering the use of personal protective equipment (PPE).

Employees are placed into two categories:

- Category I: All employees in the job are regularly exposed.
- Category II: Some employees in the job may be exposed.

Exposure determinations are listed in Appendix B and reviewed annually.

Compliance Methods

Occupational exposure means expected contact with blood or OPIM through job duties. OPIM includes certain body fluids, tissues, and materials defined by OSHA.

In 29 CFR §1910.1030(b), OSHA defines OPIM to include:

- (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, 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).
- (3) HIV-containing cells 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.

Employees with occupational exposure must:

- Follow this Exposure Control Plan.
- Attend annual bloodborne pathogens training.
- Know which tasks may cause exposure.
- Use PPE correctly.

Appendix A – Glossary of Terms contains a list of words relating to bloodborne pathogens that are likely to be encountered in this program.

Universal Precautions

Universal Precautions is an approach to infection control that assumes that all human blood and other body fluids will be handled as if known to be infectious for HIV, HBV, or other bloodborne pathogens. All employees are required to always use universal precautions when contact with blood or OPIM is anticipated.

- Use appropriate PPE, including gloves, masks, and gowns.
- Use proper engineering and work practice controls to minimize exposure.

Engineering Controls

Engineering controls are control measures that isolate or remove bloodborne pathogen hazards from the work environment. Examples include needleless systems, self-sheathing needles, and sharps containers.

- At least annually, or more frequently if needed, the Director of Risk Management/Support Services, or the department Safety Leadership representative shall review and consider any new technologies or safer medical devices that reduce or eliminate bloodborne pathogen exposures for employees that use them.
- In addition to management, input is wanted from non-managerial employees who are potentially exposed to injuries from contaminated sharps. Employees should share their ideas with their supervisor, Safety Leadership representative(s) or the Director of Risk Management/Support Services.

Work Practices Control

Work practice controls are behavior-based changes that reduce exposure, such as hygiene practices. Effective work practices include:

- Washing hands and any other body part that encounter blood or OPIM with soap and water as soon as possible, or flush mucous membranes with water.
 - If handwashing facilities are not available, either antiseptic hand cleanser and clean towels or antiseptic towelettes should be used. If either of these methods is used, wash hands again with soap and water as soon as facilities are available.
- Food and drink should not be kept in locations where blood or OPIM may be present.
- Do not eat, drink, store food, apply cosmetics, or handle contact lenses in any potentially contaminated work area.
- Minimize splashing, spraying, spattering or spraying droplets of blood or OPIM by using good technique and practice.

Both engineering and work practice controls will be used to minimize or attempt to eliminate exposure to bloodborne pathogens. If risk of exposure exists after these controls have been put into place, proper PPE should be utilized. Specific engineering and work practice controls used in the city include:

Citywide / Water Utility:

- All work areas should be kept clean and sanitary.
- All sharps must be disposed of in an approved sharps container.
- PPE must be worn anytime there is potential for handling blood or OPIM.

Parks & Public Works:

- Avoid handling any waste by hand. For example, instead of pulling trash from a container, transport the container to a solid waste vehicle.
- If you must handle trash by hand, proper PPE must be used and includes the use of puncture resistant gloves.
- If you must encounter sewage (i.e., when handling a cleaning hose) you must use proper PPE, including waterproof gloves and eyewear.

Labels and Signs

Biohazard warning labels should be applied to:

- Containers of regulated waste.
- Other containers used for storing, transporting, or shipping blood or OPIM.

Labels should:

- Be fluorescent orange or orange-red and letters and symbols should be in a contrasting color.
- Be attached to the container containing biohazardous waste by some method that prevents its loss or unintentional removal.

- Include the universal biohazard symbol:



BIOHAZARD

Exception: Red bags or red containers can be used as a substitute for labels.

Employees should notify the Director of Risk Management/Support Services, or the department's Safety Leadership representative if they find any item in the facility without proper labelling.

Below lists specific equipment, items, or containers to be labelled in the city and the label type:

| Item | Label Type |
|---|-----------------|
| <p>Sharps containers located at:</p> <ul style="list-style-type: none">• City Hall public restrooms• Library public restrooms• Park & Public Works Maintenance Facility locker rooms• Water Utility break room and public restrooms• Whitten Shelter indoor restrooms in Lions Park• Giovannetti Shelter restrooms in Walker Johnston Park• Senior Recreation Center restrooms• Police Station<ul style="list-style-type: none">○ Jail Ident. Room○ Evidence Processing Room (107)○ CSI's equipment for crime scene processing | Biohazard label |

Personal Protective Equipment

Personal protective equipment will be provided at no cost to employees who have occupational exposure. Management is responsible for:

- Determining the proper PPE for the tasks that employees will be performing. Training in its proper use and care and the limitations of PPE will be provided.
- Ensuring used PPE is cleaned, repaired, replaced, or disposed of appropriately.

The PPE available to employees includes:

Citywide:

- Disposable waterproof gloves

Parks and Public Works Facility – (provided by supervisors)

- Puncture resistant gloves
- Waterproof gloves
- Protective face shields
- Eyewear

All employees are required to use PPE when the risk of exposure to bloodborne pathogens exists. Examples of PPE include gloves, masks, and eye protection.

Whenever blood or OPIM can be reasonably anticipated to splash or spray near the face, masks must be worn in conjunction with eye protection or face shields.

Other general guidelines for PPE include:

- PPE should be available in all sizes and easily accessible to employees.
- Employees should try on PPE at least annually to ensure the PPE fits correctly and employees must ensure PPE fits correctly prior to each use.
- Inspect PPE before use and ensure it is not torn, punctured, or soiled. All PPE should be sufficient to prevent blood or OPIM from soaking through or reaching the employees' clothing, skin, or mucous membranes during normal use.
- Remove all PPE if it has been contaminated or before leaving your work area.
- Always wash hands after removal of PPE.
- When removing PPE, place it in the appropriately labelled area or container.

Guidelines specific to disposable gloves include:

- Wear gloves when there is a possibility of having contact with blood, OPIM, or contaminated objects or surfaces.
- Never reuse disposable gloves.
- Always wash your hands after removing gloves.
- Replace gloves as soon as possible if they have been contaminated or compromised by a tear or puncture.

Housekeeping

All work areas in the facility covered under this exposure control plan must be kept clean and sanitary. Some general cleaning guidelines include:

- Disinfect contaminated work surfaces when work is finished, whenever there is a spill of blood or OPIM, when the surfaces become overtly contaminated, and at the end of each work shift.
- Any broken glass should not be picked up with your hands; a brush and dustpan, tongs, or forceps should be used.
- All bins, pails, or other receptacles that are reusable and are likely to be contaminated by blood or OPIM must be decontaminated on a regular schedule or as soon as possible if known to be contaminated.

If a spill occurs involving blood or OPIM:

- Cordon off the area and put on the required PPE.
- Place absorbent materials on the spill.

- Pour disinfectants on and around the spill area and allow the disinfectant to sit for the required contact time.
- Collect the absorbent material and wipe up excess disinfectant and place the absorbent material and disposable PPE in a biohazard bag.
- The following disinfectants and methods for cleaning spills for these City facilities include:
 - City Hall:
 - Granular absorbents
 - Waterproof gloves
 - Various disinfectants
 - Library:
 - Granular absorbents
 - Waterproof gloves
 - Various disinfectants
 - Parks & Shelters:
 - Absorbent pads and granular absorbents
 - Waterproof gloves and face shields
 - Disinfectant spray or wipes
 - Parks & Public Works Maintenance Facility:
 - Absorbent pads and granular absorbents
 - Waterproof gloves
 - Various disinfectants
 - Water Utility:
 - Absorbent pads and granular absorbents
 - Waterproof gloves and face shields
 - Disinfectant spray or wipes

Regulated waste

In 29 CFR §1910.1030(b), OSHA defines “regulated waste” as:

...liquid or semi-liquid blood or [OPIM]; contaminated items that would release blood or [OPIM] in a liquid or semi-liquid state if compressed; items that are caked with dried blood or [OPIM] and can release these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or [OPIM].

Regulated waste containers (not containing sharps) should be:

- Closable and constructed so that they can contain the contents and prevent fluids from leaking during handling.
- Labeled or color coded appropriately.
- Closed prior to the container being moved to prevent the contents from spilling or protruding during handling.

The procedure for disposal of a full container is:

Citywide:

- All sharps disposed of in a sharps’ container.

- Material from spills may be disposed of in a designated container or bag and is collected by solid waste by contacting public works.

Handling sharps

Contaminated sharps and needles should not be bent, recapped, or removed from containers.

Sharps containers are an essential engineering control and must be closable, puncture-resistant, leak-proof on the sides and bottom, and labeled or color-coded.

Other requirements for the use of sharps containers include:

- Keep the container upright and ensure containers are available in the immediate area where sharps may be found.
- Do not allow the container to overfill (no more than 2/3 full) and replace it routinely.
- Ensure that contaminated sharps are placed inside the sharps' container as soon as possible after use.
- Close containers immediately before transport or replacement.
- Never reach inside of a sharps' container for any reason.

The procedure for disposal of full sharps containers and empty containers can be found:

Citywide:

- The Urbandale Fire Department collects full sharps containers.

Water Utility:

- Empty sharps containers are in the Water Utility restroom.

The Director of Risk Management and Support Services, or the department Safety Leadership representative shall inspect, maintain and/or replace sharps containers currently in use.

Any percutaneous injury from contaminated sharps must be **reported to the Company Nurse, by calling 1-833-811-0586**. The information logged shall protect the confidentiality of the injured employee.

Transportation and Shipping

Safe practices regarding transportation and/or shipping of regulated waste or contaminated equipment include:

- Ensure that containers are closed prior to storage, handling, transport, or shipping.
- Properly label or color-code all regulated waste containers when they leave the facility.
- If a container becomes contaminated with blood or OPIM on the outside, it should be placed inside of a secondary container which will prevent leakage and is also correctly labeled or color-coded.
- If the contents have the possibility of puncturing a container, it should be placed inside of a secondary container which is puncture-resistant, leak-proof, and correctly labelled or color-coded.

- If equipment becomes contaminated with blood or OPIM, ensure it is decontaminated prior to servicing.
- If the equipment cannot be fully decontaminated, ensure that the remaining contaminated portions are clearly communicated via a prominent label attached to the equipment. Communicate this information to all people who may be involved in the shipping, handling, or servicing of the equipment.

Laundry

All contaminated laundry should be disposed of, and the city will reimburse employees for laundry disposed of. Safety requirements involving laundry include:

- Handle contaminated laundry as little as possible.
- Employees who handle contaminated laundry must wear gloves and other necessary PPE.
 - Contaminated laundry may be disposed of in a designated container or bag and is collected by solid waste, by contacting Public Works.

Employee Training

Training for employees with exposure to bloodborne pathogens will be provided:

- At no cost to the employee and during normal working hours.
- Prior to starting work in a position with the possibility of exposure.
- Annually following initial training.
- When exposure risks change due to tasks or procedures being revised or added (only training on the specific changes needed in this case).

Training will be provided by the City or by a professional contractor, who shall be knowledgeable in the subject matter.

Training records will be documented and retained by the Director of Risk Management/Support Services.

OSHA requires that Exposure Control Plan training programs include the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard.
- An explanation of the City's Exposure Control Plan and where to obtain a copy.
- General information about bloodborne pathogens, including symptoms, epidemiology, and modes of transmission.
- How to recognize tasks that may involve exposure to blood or OPIM and what constitutes an exposure incident.
- An explanation of the required signs, labels and color-coding used.
- How to utilize methods that will prevent or reduce exposure, including PPE, work practice controls, and engineering controls and the limitations involved with each.

- An explanation of the types of PPE, how to properly select PPE for the task, where it is located and how to use it properly.
- How to correctly remove PPE, decontaminate it, or dispose of it.
- Information on the hepatitis B vaccine, including its safety, efficacy, method of administration, benefits of being vaccinated, and that it is free of charge.
- What to do and who to contact in case of an exposure involving blood or OPIM.
- An explanation of the process of post-evaluation and follow-up required after an employee has an exposure incident.
- An interactive question and answer session with the trainer who is knowledgeable in the subject matter.

Hepatitis B Vaccination

The Hepatitis B vaccine will be made available to all employees who have an occupational exposure:

- At no cost to employees after initial training.
- Within 10 days of employees' initial assignment to jobs with occupational exposure (refer to Appendix B, Exposure Determination).

Information regarding where and how to receive the vaccination will be provided by the Human Resources Department. The licensed healthcare professional responsible for the employee's hepatitis B vaccination will be provided with a copy of OSHA's bloodborne pathogens standard.

Vaccination is encouraged unless the employee:

- Has already received the vaccination series.
- Is already immune to hepatitis B (as demonstrated by an antibody test).
- Has a contraindication due to medical reasons.

All employees who to decline the vaccination must sign a declination form. If an employee declines the hepatitis B vaccine, but chooses to accept it later, it will be made available at that time.

Post-Exposure Evaluation and Follow-Up

Post-exposure evaluation and follow-up will be provided for all employees who have an exposure incident on the job.

Exposure Incidents

In the event of exposure in the workplace, **contact The Company Nurse at 1-833-811-0586.**

Immediate first aid should include:

- Wash the exposed area thoroughly with soap and running water. Use non-abrasive antimicrobial soap.

- Flush the nose, mouth, or skin with splashes of water.
- Irrigate eyes with water or saline.

Follow-up

Immediately following an exposure incident, the employee will be provided with a confidential medical evaluation and follow-up. The healthcare professional is given the following information:

- A description of the exposed employee's job duties that is relevant to the exposure incident.
- A description of the incident and routes of exposure.
- A result of the source individual's blood tests, if available.
- All relevant medical records and vaccination status of employee.

Follow-up would also include:

- Assuring that the results of the source individual's tests are made available to the exposed employee and informing them of the laws and regulations regarding confidentiality surrounding the source individual's identity and infection status.
- Providing post-exposure prophylaxis for the exposed employee if medically indicated.
- Providing counseling and evaluation of illnesses.

Recordkeeping

Medical Records

The Human Resource Department maintains the required medical records for each employee.

- Medical files must be kept on each employee with occupational exposure in accordance with OSHA's regulations for Access to Employee Exposure and Medical Records, 29 CFR 1910.1020.
- Records will be maintained for the duration of employment plus 30 years.
- Records will be kept confidential.

OSHA Recordkeeping

The Director of Risk Management/Support Services will evaluate all exposure incidents to determine if they meet OSHA's Recordkeeping Requirements, 29 CFR 1904, and take all necessary actions.

Training Records

All records of employee training are maintained by the Director of Risk Management/Support Services, or the department Safety Leadership representative for each employee. They will include:

- Training session dates with the name of trainer(s).
- Name and job titles of all employees attending training.
- Training records will be:
 - Provided to any employee requesting them within 15 working days.
 - Maintained in accordance with the City's Records Retention Policy.

Appendix A: Glossary of Terms

The following terms are commonly used in the Exposure Control Plan and are defined here using OSHA's definitions from 29 CFR 1910.1030.

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 (HBV) and human immunodeficiency virus (HIV).

Contamination means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry means laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles and broken glass.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

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

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or other contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing Facilities means a facility providing an adequate supply of running potable water, soap, and single-use towels or air-drying machines.

Licensed Healthcare Professional is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

HBV means hepatitis B virus.

HIV means human immunodeficiency virus.

Needleless systems mean, 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.
- (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 other 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 fluid, saliva in dental procedures, any bodily 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)
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.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and can release these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps with engineered sharps injury protections means a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

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 and clinic 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 is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the way a task is performed.

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Appendix B: Exposure Determination

The following is a list of all job classifications with occupational exposure to bloodborne pathogens. Exposure determinations were made regardless of PPE use and should be reviewed **annually**.

| Job classifications or titles in which all employees have exposure risk | Tasks and procedures with exposure risks |
|---|---|
| <p><u>Fire & EMS:</u></p> <ul style="list-style-type: none"> • Assistant Chief • Fire Battalion Chief • Fire Chief • Driver Engineer • Fire Marshal • Fire Fighter • Fire Lieutenant | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • EMS services, including basic and advanced lifesaving techniques |
| <p><u>Library:</u></p> <ul style="list-style-type: none"> • Custodian | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • Cleaning of restrooms • Emptying trash and recyclable containers |
| <p><u>Parks:</u></p> <ul style="list-style-type: none"> • Park Laborer • Facilities Maintenance Laborer • Facility Maintenance Specialist • Facility Maintenance Technician • Senior Mechanic • Turf Specialist | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • Emptying trash and recyclable containers • Cutting, grinding and power tool use • Facility Maintenance of restrooms and sanitary sewer plumbing |
| <p><u>Police:</u></p> <ul style="list-style-type: none"> • Chief • Captain • Sergeant • Officer | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • Detention of and arrests of suspects • EMS services, including basic lifesaving techniques • Handling of evidence |

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| <ul style="list-style-type: none"> Evidence Technician | |
| Job classifications or titles in which all employees have exposure risk | Tasks and procedures with exposure risks |
| <u>Public Works:</u> <ul style="list-style-type: none"> Assistant Director of Public Works Equipment Mechanic/Senior Mechanic Fleet Maintenance Supervisor Laborer Light/Heavy Equipment Operator Public Works Supervisor Sewer System Operator 1 & 2 Solid Waste Collection Operator | <u>All job classifications listed to the left:</u> <ul style="list-style-type: none"> Solid waste collections Sanitary sewer maintenance, including cleaning and televising Spill cleanup |
| <u>Water Utility:</u> <ul style="list-style-type: none"> Backflow Coordinator Distribution Supervisor Operations Supervisor Meter Technician Water Distribution Operators Utility Locator | <u>All job classifications listed to the left:</u> <ul style="list-style-type: none"> Use of power tools, cutting tools and hand tools |

| | |
|--|--|
| Job classifications or titles in which some employees have exposure risk. | Tasks and procedures with exposure risks |
| <u>City Clerk:</u> <ul style="list-style-type: none"> Administrative Technician | <u>All job classifications listed to the left:</u> <ul style="list-style-type: none"> First aid |
| <u>City Manager's Office:</u> <ul style="list-style-type: none"> Director of Risk Management/Support Services | <u>All job classifications listed to the left:</u> <ul style="list-style-type: none"> First aid |

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| <p><u>Community Development:</u></p> <ul style="list-style-type: none"> • Administrative Specialist • Building Inspector 1 & 2 • Code Enforcement Officer | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • First aid • Potential exposure to solid waste or sanitary sewer |
| <p><u>Engineering:</u></p> <ul style="list-style-type: none"> • Engineering & Stormwater Technician • Engineering Technician • Senior Engineering Technician • Traffic Signal Technician | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • First aid |
| <p><u>Library:</u></p> <ul style="list-style-type: none"> • Administrative Technician • Library Assistant • Library Assistant Director • Library Director • Library Manager • Library Page • Library Specialist | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • First aid • Handling and cleaning of printed materials or items |
| <p><u>Parks:</u></p> <ul style="list-style-type: none"> • Park Maintenance Supervisor • Facility Maintenance Supervisor • Horticulture Technician | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • First aid • Assisting staff with all types of park maintenance duties |
| <p><u>Police:</u></p> <ul style="list-style-type: none"> • Administrative Specialist • Administrative Technician • Community Service Officer | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • First aid and CPR |

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| <p><u>Recreation:</u></p> <ul style="list-style-type: none"> • Senior Center Program Supervisor • Senior Recreation Coordinator • Recreation Leander 2 • Recreation Coordinator • Recreation Specialist • Summer Recreation Intern | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • First aid |
| <p><u>Water Utility:</u></p> <ul style="list-style-type: none"> • General Manager • Office/Finance Manager • Distribution Manager • Customer Service Staff • GIS and Engineering Staff | <p><u>All job classifications listed to the left:</u></p> <ul style="list-style-type: none"> • First aid |

Appendix C: Work Site One-Page Summary

The following pages are created as a one-page summary for certain Urbandale work sites. The summaries are not inclusive and do not take the place of this policy but are provided as a summarization.

Parks & Facilities – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- **Direct contact:** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- **Indirect contact:** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- **Respiratory droplet transmission:** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must always follow universal precautions when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.
- Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles.

BBP responder kit/blood control kits are in the locker room hallway, outside the parks shop and in the solid waste building.

The City of Urbandale has an Exposure Control Plan, and it can be found at the Parks Maintenance Facility by asking a supervisor or online at www.Urbandale.org/Safety.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts, and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-833-811-0586.

Parks engineering and work practice controls used include:

- Supervisors monitor work activity for safety controls.
- Sharps container in Parks Maintenance Facility.
- Personal Protective Equipment (PPE).
- Absorbent pads, granular absorbents, disinfectant spray, and wipes.

Positions in which all employees have an exposure risk (i.e. tree work, power tool usage and garbage collections) include:

- Park Laborer
- Facilities Maintenance Laborer
- Facility Maintenance Specialist
- Facility Maintenance Technician
- Senior Mechanic
- Turf Specialist

Positions in which some employees have exposure risk (i.e. park and facility maintenance duties) include:

- Park Maintenance Supervisor
- Facility Maintenance Supervisor
- Horticulture Technician

Public Works – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- **Direct contact:** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- **Indirect contact:** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- **Respiratory droplet transmission:** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must always follow universal precautions when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.

Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles. BBP responder kit/blood control kits are in the locker room hallway, outside the parks shop and in the solid waste building.

The City of Urbandale has an Exposure Control Plan, and it can be found at the Public Works Complex by asking a supervisor or online at www.Urbandale.org/Safety.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts, and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-833-811-0586.

Public Works engineering and work practice controls used include:

- Avoid handling any waste by hand and use PPE if you must handle it by hand.
- Use PPE if you encounter sewage.
- Dispose of sharps in the sharps' container.
- Use of PPE for all work with blood or OPIM.
- Use of absorbent pads and granules, and disinfectants.

Positions in which all employees have an exposure risk (i.e. solid waste collections, sanitary sewer maintenance and spill cleanup) include:

- Assistant Director of Public Works
- Equipment Mechanic/Senior Mechanic
- Fleet Maintenance Supervisor
- Laborer
- Light/Heavy Equipment Operator
- Public Works Supervisor
- Sewer System Operator 1 & 2
- Solid Waste Collection Operator

City Administration – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- **Direct contact:** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- **Indirect contact:** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- **Respiratory droplet transmission:** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must always follow universal precautions when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.

Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles. The BBP responder kit/blood control kit is located at the front counter.

The City of Urbandale has an Exposure Control Plan and it can be found online at www.Urandale.org/safety.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts, and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-833-811-0586.

City Administration engineering and work practice controls used includes:

- Avoid handling any waste by hand and use PPE if you must handle it by hand.
- Dispose of sharps in the sharps' container.
- Use of PPE if blood or OPIM is anticipated.
- Use of disinfectants.

Positions in which some employees have exposure risk (i.e. medical assistance or handling garbage) include:

- Administrative Technician
- Administrative Specialist
- Building Inspector 1 & 2
- Code Enforcement Officer
- Director of Risk Management/Support Services
- Engineering & Stormwater Technician
- Engineering Technician
- Senior Engineering Technician
- Traffic Signal Technician

Water Utility – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- **Direct contact:** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- **Indirect contact:** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- **Respiratory droplet transmission:** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must always follow universal precautions when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.
- Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles.

The City of Urbandale has an Exposure Control Plan, and it can be found at the Water Utility Office by asking a supervisor or online at www.Urbandale.org/Safety.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts, and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-833-811-0586.

Water engineering and work practice controls used include:

- Supervisors monitor work activity for safety controls.
- Dispose of sharps in the sharps' container.
- Use of PPE if blood or OPIM is anticipated.
- Use of disinfectants.

Positions in which all employees have an exposure risk (i.e. cutting, grinding or power tool usage) include:

- Backflow Coordinator
- Distribution Supervisor
- Operations Supervisor
- Meter Technician
- Water Distribution Operators
- Utility Locator

Positions in which some employees have exposure risk (i.e. medical assistance or handling garbage) include:

- Utility management
- Customer service staff
- GIS and Engineering staff

Library – Preventing the Spread of Bloodborne Pathogens

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. Bloodborne pathogens are spread primarily through:

- **Direct contact:** Infected blood or body fluid from one person enters another person's body, such as infected blood splashing in the eye.
- **Indirect contact:** A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up paper towels with an infected person's blood.
- **Respiratory droplet transmission:** A person inhales droplets from an infected person, such as through a cough or sneeze.

You must always follow universal precautions when contact with blood or other potentially infectious material (OPIM) is anticipated. Assume that all human blood and other bodily fluids will be handled as if known to be infectious. Always:

- Avoid contact with blood and other bodily fluids.
- Use appropriate personal protective equipment (PPE), for example gloves and masks.

Use proper engineering and work practice controls to minimize exposures, for example sharps containers for needles.

BBP responder kit/blood control kit is located at the Youth Services Desk.

The City of Urbandale has an Exposure Control Plan and it can be found online at www.Urandale.org/safety.

IF YOU ARE EXPOSED, TAKE THE FOLLOWING STEPS IMMEDIATELY:

- Wash needle stick injuries, cuts, and exposed skin thoroughly with soap and water.
- If splashed with blood or potentially infectious material around the mouth or nose, flush the area with water.
- If splashed in or around the eyes, irrigate with clean water or saline for 20 minutes.
- Report the incident to the Company Nurse at 1-833-811-0586.

Library engineering and work practice controls used include:

- Avoid handling any waste by hand and use PPE if you must handle it by hand.
- Dispose of sharps in the sharps' container.
- Use of PPE if blood or OPIM is anticipated.
- Use of disinfectants.

Positions in which all employees have an exposure risk (i.e. cleaning of restrooms and handling garbage) include:

- Custodian

Positions in which some employees have exposure risk (i.e. medical assistance or handling garbage) include:

- Administrative Technician
- Library Assistant
- Library Assistant Director
- Library Director
- Library Manager
- Library Page
- Library Specialist