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|  | <i>Health, Safety & Environmental</i> Bloodborne Pathogen Safety and First Aid | | | Page 1 of 6 |
| | Approved By M. Miller | Issue Date 01/01/2020 | Revision Date | Revision Number 0 |

1 Purpose

Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) is committed to the health of our employees. This standard establishes requirements designed to eliminate or minimize employee exposure to bodily fluids that may contain infectious pathogens, known as bloodborne pathogens. It covers employees who could be “reasonably anticipated.” as a result of performing their job duties, to face contact with blood and other potentially infectious materials and complies with OSHA requirements for a written exposure control plan.

2 Scope

This standard covers all employees at Silver Eagle Houston, but it is especially important that any employee who may administer first aid, supervisors or other personnel who may come into contact with bodily fluids understand the requirements and utilize the universal precautions it describes.

3 Requirements

3.1 General

Employees must immediately contact their supervisor if they believe they have come into contact with bodily fluids, or have concerns that they may have been contaminated. Examples of bodily fluids are blood, saliva, semen or vaginal secretions.


Workplace contact with contaminated fluids may include, but is not limited to:

- Splash or splatter into or on mucous membranes such as the eyes, nose, and mouth,
- Splash or splatter on non-intact skin (abrasions, cuts, pimples),
- Cuts from sharp objects, or
- Needle sticks.

3.2 Universal Precautions

3.2.1 Silver Eagle Houston relies on what are known as Universal Precautions, an approach to infection control where any human blood and certain human body fluids are considered to be potential sources of infection. Under the Universal Precautions approach:

- Activities involving blood or potentially infectious materials shall be performed in such a manner as to minimize splashing, spattering, spraying or generation of droplets of these substances.
- Proper PPE shall be required where there is a potential for exposure.
- Employees shall wash hands immediately after removing gloves and hand washing facilities or appropriate antiseptic hand towelettes must be provided.
- Food or drink shall not be kept in the refrigerator, freezers, on shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious material can be present.
- Proper housekeeping shall be used. All equipment or environmental surfaces shall be cleaned & decontaminated after contact with blood or other infectious materials.

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NOTE: These engineering or work practice controls will be annually reviewed and updated as new information becomes available and/or when new employee positions with potential exposure are created.

3.2.2 PPE

3.2.2.1 PPE is to be used by the employee in those areas where exposure to bloodborne pathogens may occur.

- Appropriate PPE shall be provided to the employee at no cost.
- Damaged PPE (torn, broken, leaks occur, etc.) will be replaced or repaired.
- Saturated or penetrated PPE must be removed immediately or as soon as feasible and secured in a leak proof bag or container.

3.2.2.2 Impervious gloves shall be worn when it is reasonably anticipated that the employee may have hand contact with blood or other potentially infectious materials, mucous membranes or non-intact skin.


- Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical or as soon as feasible when contaminated or torn, punctured, or when their ability to function as a barrier is compromised.
- If an employee is allergic to certain glove types, hypoallergenic gloves, glove liners, powder less gloves or similar alternatives must be provided.

3.2.2.3 Whenever splashes, spray, splatter or droplets of blood or other potentially infectious materials are expected to be generated, the appropriate masks, eye protection, and/or face shield shall be used.

3.2.3 Hepatitis B Vaccinations

Vaccinations shall be made available to all employees who have occupational exposure to blood within 10 working days of assignment, at no cost, at a reasonable time and place, under the supervision of licensed physician/licensed health care professional and according to the latest recommendations of the U.S. Public Health Service (USPHS).

- The hepatitis B vaccine is safe and effective and is usually given as 3-4 injections over a 6-month period.
- Prescreening may not be required as a condition of receiving the vaccine.
- Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee.

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3.3 Post-Exposure Medical Follow-up

3.3.1 A medical follow-up will be made available to all employees who have had an exposure incident, and any laboratory tests will be conducted by an accredited laboratory at no cost to the employee. The follow-up will include a confidential medical evaluation that includes:

- Documenting the circumstances of exposure,
- Identifying and testing the source individual, if feasible, and testing the exposed employee's blood if he/she consents,
- Post-exposure prophylaxis, and
- Counseling and evaluation of reported illnesses.

3.3.2 Healthcare professionals must be provided any information needed for the evaluation and written opinion on the need for hepatitis B vaccination following the exposure, including:

- A copy of this standard,
- A description of exposed employees' duties as they relate to the incident,
- Documentation of route(s) of exposure and circumstances under which exposure occurred,
- Results of source individual's blood tests, if available, and
- All medical records relevant to appropriate treatment including vaccination status.

3.3.3 The healthcare professional's written opinion must be made available to the employee within 15 days of the evaluation.


3.4 Post-Exposure Investigation and Recordkeeping

3.4.1 Every exposure report will include a root cause investigation, including:

- Circumstances surrounding the incident,
- PPE use,
- Engineering controls (i.e., used sharps containers) in place at the time of the incident,
- Work practices (i.e., hand washing) in place at the time of the incident,
- Whether the incident could have been avoided,
- Changes recommended to avoid similar future incidents, and
- Whether the post-exposure protocol laid out in this program were followed.

3.4.2 Records for each employee with occupational exposure will be kept for at least the duration of employment plus 30 years. Records will include:

- Name and social security number of the employee,
- All relevant medical records, including a record of HBV vaccinations or declination,
- A copy of exam and medical testing reports,

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- Employer’s copy of the healthcare professional’s written opinion, and
- A copy of the information provided to the healthcare professional.

3.4.3 Any needle stick or occupational exposure requiring medical treatment (e.g., gamma globulin, hepatitis B immune globulin or hepatitis B vaccination, etc.) shall be recorded on the OSHA 300 log. Any personal identifiers will be removed from these records prior to making them available to others without written consent of the employee(s).

3.5 First Aid

3.5.1 General

- 3.5.1.1 Silver Eagle Houston will provide and maintain adequate first aid supplies for use in the workplace. Employees will be instructed as to the location of first aid supplies at the time of hire or as a part of their onsite orientation prior to the start of the job.
- 3.5.1.2 In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance, a person who has a valid certificate in first aid shall be available at the worksite to render first aid.
- 3.5.1.3 Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable eyewash and drenching facilities shall be provided within the work area.

3.5.2 Supplies

- 3.5.2.1 The first aid kit will be kept unlocked during operating hours so that supplies shall be easily accessible when required and periodically checked for adequate supply levels. First aid kits and the supplies in them are intended to be available for self-treatment whenever possible.
- 3.5.2.2 First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. For worksite operations, items shall be stored in a weather-proof container with individual sealed packages of each type of item. Silver Eagle Houston will ensure the availability of adequate first aid supplies, and periodically reassess the demand for supplies and adjust their inventories.

4 Training

4.1 Bloodborne Pathogen Training

Employees with a reasonable potential for exposure will receive training on bloodborne pathogens when:

- Initially hired,
- Annually thereafter, and
- When assigned or reassigned to position(s) with potential exposure.

Training will cover:

- The modes of transmission of blood borne pathogens.
- Appropriate methods for recognizing tasks and other potentially infectious materials.



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- Methods to prevent or reduce exposure including engineering controls, work practices, and PPE.
- The types, proper use, location, removal, handling, decontamination and disposal of PPE.
- The Hepatitis B vaccine, including its efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine and vaccination will be offered free of charge.
- Appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- Procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- That access to a copy of the exposure control plan shall be provided in a reasonable time, place, and manner.

4.2 First Aid/CPR Training

Any employee designated as a potential first aid provider will receive training and certification from a recognized certifying body in accordance with that body’s curriculum and retraining requirements.

4.3 Training Records

The HSE Department will maintain training records of all employees who have received Bloodborne Pathogen training and/or who are certified to perform First Aid/CPR. Training records will be maintained for at least 3 years and are not confidential.

5 References

Appendix A – Employee HBV Declination

OSHA 29 CFR 1910.1030


OSHA 29 CFR 1910.151

OSHA 29 CFR 1904.8

ANSI Z308.1-1998

6 Document Revision Register

| Revision # | Section # | Date | Revision Description |
|------------|-----------|------------|----------------------|
| 0 | | 01/01/2020 | Initial Issue |
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Appendix A - Employee HBV Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Printed Name

Signature

Date