



## **Bloodborne Pathogens Policy**

The Akron Auto Auction Inc. (AAA) is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, “Occupational Exposure to Bloodborne Pathogens.”

AAA has established this ECP for all employees who handle or dispose of potentially infected blood and blood products. This policy pertains to spills of blood or other bodily fluids. It is not a first aid/emergency response procedure and is specific to clean-up of such fluids. This ECP includes requirements for personal protective equipment, engineering controls, housekeeping procedures, training, exposure reporting and recordkeeping.

### **Responsibilities**

The Human Resources Director will manage the bloodborne pathogens exposure control program, and maintain all records pertaining to it. AAA’s Chief Compliance officer will ensure proper adherence to the program through periodic audits. The ECP will be reviewed and updated annually.

## Definitions

**Biological Hazards:** Any viable infectious agent that presents a potential risk to human health.

**Bloodborne pathogens:** Microorganisms that can cause diseases such as human immunodeficiency virus (HIV) and Hepatitis B (HBV), which are spread through contact with infected blood or blood products.

**Medical Wastes/Infectious Wastes:** Blood, blood products, bodily fluids, any waste from human and animal tissues; tissue and cell cultures; human or animal parts removed by means of surgery or autopsy.

**Universal Precautions:** Preventing exposure to bloodborne pathogens by assuming all blood and bodily fluids to be potentially infectious and taking appropriate protective measures.

## Training

All employees are required to complete the Safe T. Sam program annually. This program is provided by the National Auto Auction Association and covers training in the following areas: Back Safety, Bloodborne Pathogens, Driver Safety, Emergency Evacuation Plan, HAZCOM, Heat Stress, Office Ergonomics, Personal Protective Equipment (PPE), Safety Basics, Slip/Trips/Falls, Winter Weather Safety, and Workplace Violence. This training is recorded and monitored by the Director of Human Resources.

## Procedures

In the event of a serious injury resulting in the release of blood or bodily fluids which could contain pathogens, the injured party should be treated by a member of AAA's Emergency Response Team (ERT). Spilled bodily fluids should **not** be cleaned up without the appropriate PPE and materials specifically designated for such fluids. PPE can be located in any of our emergency response kits, first aid containers in restrooms, Human Resources office, and Reconditioning manager's office. In a case where spilled bodily fluids need cleaned up, the following process must be followed:

1. Advise management and the ERT
2. Put on protective gloves
3. Spread the absorbent material on the spilled bodily fluids (ex. Paper towels)
4. Neutralize the potential pathogens with a 10% bleach-water solution
5. Place all potentially contaminated materials and used gloves in a leak-proof plastic bag
6. Secure the bag and discard as trash
7. Wash hands thoroughly with hot, soapy water
8. Mop area with hot, soapy water

## Reporting

Any employee who has suffered a cut, needle stick or mucous membrane exposure to another person's bodily fluids, or who has been exposed to human blood and blood products, must report the incident immediately to their direct supervisor, who then

reports the incident directly to Human Resources. An employee exposed on the job to HIV, HAV, HBV, or HCV will be tested at the time of exposure to determine if the virus has been transmitted. The employee will be re-tested at six weeks, 12 weeks and six months after exposure. All testing will be performed at AAA's expense. Confidentiality will be maintained for both the exposed employee and the exposure source.

## **Recordkeeping**

The Human Resources Director will maintain all reports and training. OSHA requires that records be kept for the duration of employment plus 30 years, except training records which must be kept for 3 years. Hepatitis B or HIV contracted on the job will be recorded on the OSHA 300 log as an illness. Exposure to bloodborne pathogens from contact with 'sharps' will be recorded in the OSHA 300 log if a doctor prescribes treatment with gamma globulin, HBV immune globulin or HBV vaccine.