

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective Date: 09-01-2000 Supersedes Policy No. _____ Date: _____

SUBJECT: BLOODBORNE PATHOGENS POLICY

Objective: The objective of this policy is to establish the program and procedures for employee protection from bloodborne pathogens in compliance with the Bloodborne Pathogens Standard under OSHA 29 CFR Part 1910.1030. This program will be designed to greatly reduce and/or eliminate occupational exposure to Hepatitis “B” virus (HBV) and human immunodeficiency virus (HIV) and other Bloodborne Pathogens.

Scope: The scope of this policy shall apply to all locations of Bachman Machine Company and to all subsidiary operations.

Policy Statement: It shall be the policy of Bachman Machine Company to provide and implement an Exposure Control Plan that meets the letter and intent of the OSHA Bloodborne Pathogens Standard. This plan will be designed to protect Bachman Machine Company employees from the health hazards associated with Bloodborne pathogens, as well as, to provide appropriate treatment and counseling, if needed, should an employee be exposed to Bloodborne pathogens.

General Definitions:

- **Bloodborne Pathogens:** Microorganisms that are present in human blood and can cause disease in humans if they enter the bloodstream of another human. These pathogens included Hepatitis “B” Virus (HBV) and Human Immunodeficiency Virus (HIV).
- **Universal Precautions:** An approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious of HIV, HBV and other Bloodborne pathogens.
- **Occupational Exposure:** Reasonably anticipated employee contact with blood or other potentially infectious materials that may result from the performance of an

individuals work duties. This includes skin, eye, mucus membrane or parenteral contact.

- Source Individual: Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.
- Non-Intact Skin: Skin that has cuts, abrasions or other openings through which bloodborne pathogens could enter the bloodstream.
- Exposure Incident: When an employee has contact with blood or other potentially infectious material as a result of his/her duties. This contact includes specific eye, mouth, other mucous membrane. Non-intact skin or parenteral contact.

Universal Precautions: All employees with potential exposure duties that relate to Bloodborne pathogens will be made aware that **ALL** blood and certain body fluids are assumed to contain Bloodborne Pathogens. These employees will be instructed to observe universal precautions to prevent as much contact with blood and other potentially infection materials when performing any First Aid and/or First Responder Team tasks. Secondly, the employees will be required to inform the program administrator, (Human Resources Manager) of any exposure incidents.

First Response And First Aid Team: Because of the required training necessary to handle minor first aid and other first responder tasks, Bachman Machine Company has designated that only the following individuals will be qualified to respond to any emergency situations requiring potential first aid and/or greater treatment:

Human Resources Manager

Safety Committee Members (all 6 member)

Shift Supervisor's

Plant Manager

Quality Assurance Manager

In the absence of these first responders, any employee may assist in a voluntary manner under the "Good Samaritan Act".

Exposure Control Plan: For the purpose of determining which tasks or acts within the Bachman Machine Company facilities have the potential to cause exposure to Bloodborne Pathogens, the following list has be compiled:

- All First Aid and/or First Responders of the Safety committee (6);
- All janitorial workers (2);
- The Human Resources Manager;(1)
- The Quality Assurance Manager;(1)

- The Plant Manager;(1)
- The Production Manager;(1)
- The shift Supervisor's. (4)

The Exposure Control Plan will be reviewed and evaluated at least annually and whenever new or modified procedures affecting the employee's exposure are implemented.

Vaccination Program: A voluntary Hepatitis "B" vaccination program is already in place, at no cost to the employees potentially exposed to bloodborne pathogens. A post-exposure evaluation and follow-up program is part of this program and available to those who become exposed to bloodborne pathogens

HBV Pre-exposure Program: The hepatitis "B" vaccine and vaccination series will be offered within 10 working days of an initial assignment to employees who have been determined to have occupational exposure. The vaccine and vaccinations, as well as, all medical evaluations and follow-ups are available at no cost and during working hours. All Vaccinations will be administered according to current recommendations of the U.S. Public Health Services. Any employee who declines the vaccination will be asked to sign a declination form that will be placed into their medical folder. The vaccination will be made available to the employee at a later date and at no cost if he/she continues to have exposure to potential pathogens.

HBV Post-exposure Program: The Company post-exposure procedures will be followed for any employee who is not initially identified as occupational exposed, but who voluntarily or inadvertently becomes exposed in the workplace.

Exposure Incident Procedures: The following is the procedure used for exposure Incidents:

- The route of exposure and how exposure took place will be documented;
- The source individual will be identified and documented;
- If consent is given, the source individual's blood will be tested and documented, as soon as possible, to determine HIV and/or HBV infectivity;
- The exposed employee will be provided with the source individual's test results and information about applicable laws and regulations concerning source identity;
- After consent is given the exposed employee's blood will be tested for HIV and/or HBV serological status;
- If the employee does not give consent for HIV and/or HBV serological testing, the baseline blood sample will be preserved for at least 90 days;
- Recommendations by the U.S. Public will be followed;
- The health care provider which is responsible for administering the vaccine and post-exposure evaluation will be given a copy of the OSHA standard;

- After exposure incident occurs, the health care provider will receive a description of the exposed employee’s job duties relevant to the exposure incident, documentation of the route of exposure, circumstances of the exposure, results of the source individual’s blood tests and all relevant employee medical records, including vaccination status;
- The employee will be provided with a copy of the health care provider’s written opinion within 15 days after the evaluation.

The Company chosen health care provider who will complete any post-exposure evaluations is as follows:

Name: Concentra Medical Center Phone: 314-241-5804
Location: 2626 North Broadway
St. Louis, MO 6314

Personal Protective Equipment: In an effort to minimize the First Responder/ First Aid giver’s exposure to potentially infectious pathogens, all responders will be requested, whenever possible, to don the expected personal protective equipment before responding the and/or treating of an injured or potentially infectious employee. Such “Infection Control Kits” are located by each Zee Medical First Aid cabinet, in its own individual RED zip-up pouch.

First Responder employees will be provided with personal protective equipment at no cost. Disposable gloves will be required to be worn, whenever possible, when the responder may have contact with another employee’s blood or other potentially infectious materials. Any utility gloves worn will be decontaminated for reuse, if they are not torn or cracked. Protective equipment will be removed before leaving the work area or after a garment becomes contaminated. Any other type of protective equipment worn will be placed into designated containers marked for disposal.

Appropriate face and eye protection will be worn when splashes, sprays, spatters or droplets of blood or other potentially infectious materials pose a hazard the eyes, nose or mouth. Appropriate protective body covering will be worn when occupational exposure is anticipated.

Housekeeping: All equipment and work surfaces that have been contaminated with blood or other potentially infectious materials will be cleaned and decontaminated with an appropriate disinfectant. Tongs, forceps or a brush and dust pan will always be used to pick up any contaminated, bloody, broken glass. All infectious waste will be placed in RED colored plastic bag s for disposal and all regulated waste will be discarded according to Federal, State, and Local regulations. All “Infectious Waste” container will be labeled with a Bio-Hazard symbol and the word “Bio-Hazard” placed on it. See Appendix for example.

Training Requirements: Bachman Machine Company, through the use of the Zee Medical Consulting Company, will train all First aid / First Responders, Janitorial, and whenever possible, all other employees with the potential for exposure to bloodborne pathogens, annually. Each employee will be given access to the regulatory text of the Bloodborne Pathogens Standard, 29 CFR Part 1910.1030, and the explanation of its contents. Copy of the regulation is in the Appendix. The general content of the training will cover the following:

- Characteristics, epidemiology and symptoms of bloodborne diseases;
- Explanation of how bloodborne pathogens are transmitted and how tasks and other activities that involve exposure to blood and other infectious materials can be recognized;
- Methods used to prevent or reduce exposure to bloodborne pathogens such as work practices and the use of personal protective equipment;
- Information regarding the vaccination program;
- How and to whom exposure should be reported;
- A review of the Company Exposure Control Program.
- The location and use of “Infection Control Kits” when responding to and injury with exposure to possible bloodborne pathogens.
- Confidentiality of employee medical records and who and where the Company health care provider is that treats possible bloodborne pathogens.

Recordkeeping: Medical records, evaluations and reports, examination and blood test result, notices of exposure incidents, vaccination records, etc. are all forms of record that must be retained in each employee’s confidential medical file for the length of employment plus 30 years. If going out of business with no successor, the Company is required to contact the National Institute for Occupational Safety and Health, (NIOSH).

Training records shall be retained for three years from the training date and shall show the contents of training, names of individuals attending, date of training, and the instructor and his/her qualifications.

Employees shall be permitted to access their own medical records but must be accompanied by a member of management.

Program Administration: The Human Resources Manager shall be responsible for issuing and administering this plan and making sure that the plan continues to satisfy the requirements of all applicable federal, state and local bloodborne pathogen regulations. The plan administrator shall also be responsible for the following:

- Identifying which job classification and/or employees are likely to be exposed to a bloodborne pathogen
- Developing procedures for post-exposure incidents.
- Maintaining medical records of exposure incidents, training records and any declination and/or vaccination records.
- Completing exposure incident reports and notifying any affected individuals, health care providers, or applicable agencies.
- Evaluating and updating the program and training of individuals annually.

Effects: The effect of this policy shall be to:

- Establish the guidelines and procedures for handling exposure to bloodborne pathogens and other potentially infectious materials in compliance with OSHA regulations.
- Reduce and/or eliminate exposure to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) in the work place through the use of universal precautions, exposure controls, exposure determinations, vaccinations and training.
- Identify the Company First Aid/First Responders as those individual who shall initially handle all injury and illness incidents prior to the need and /or arrival of outside responders.
- Continue to allow for voluntary injury and/or illness treatment by “Good Samaritan” employees who may, if required , assist with employees injured on the job.

APPENDIX “ A”

Bio-Hazard Symbol And Label

Federal Register 29 CFR Part 1910.1030

Vaccination Eligibility Log