



DEPARTMENT OF THE NAVY  
NAVAL WEAPONS STATION YORKTOWN  
P.O. DRAWER 160  
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 6260.1A  
Safety  
7 May 02

WPNSTA YORKTOWN INSTRUCTION 6260.1A

From: Commanding Officer, Naval Weapons Station Yorktown

Subj: BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

Ref: (a) Occupational Safety and Health Administration Standard  
29 CFR 1910.1030  
(b) OPNAVINST 5100.23

Encl: (1) Waiver for Hepatitis B Vaccination

1. Purpose. To establish uniform policy, general requirements, and guidelines for the implementation of the Bloodborne Pathogen Program for Naval Weapons Station Yorktown (WPNSTA Yorktown) and tenant activities, per references (a) and (b).

2. Cancellation. WPNSTA YORKTOWNINST 6260.1

3. Background

a. Bacteria and viruses that cause sickness and disease in humans are called pathogens. These pathogens can enter the human body in three ways. Some diseases, like tuberculosis, are caused by airborne pathogens that enter through our nose and mouth when we breathe. Some, like cholera or salmonella food poisoning, are caused by pathogens that enter through the digestive tract when we swallow.

b. Other diseases are caused by pathogens which are carried in the blood and certain other body fluids of an infected person. These pathogens are called bloodborne pathogens, and they can be transmitted when blood or other body fluids from an infected person comes into contact with the blood of a healthy person. This can occur when a contaminated sharp object (such as a needle) punctures the skin of a healthy person and injects the pathogen into their bloodstream. Another method of pathogen transfer can happen when infected blood gets onto the skin of a healthy person and the pathogen enters through an opening in the skin or mucous membranes.

c. The principal bloodborne pathogens of concern are human immunodeficiency virus (HIV) and Hepatitis B virus (HBV). Many others exist, but generally are not occupationally transmitted. Due to the rapid spread of acquired immunodeficiency syndrome (AIDS) and its precursor HIV, and to counter HBV, the Occupational Safety and Health Administration (OSHA) generated the bloodborne pathogens standard to protect people from occupational exposure to all bloodborne pathogens. The diseases

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associated with these pathogens are preventable if the appropriate precautions are taken.

d. An Exposure Control Plan (ECP) has been developed for all employees who may come into contact with blood or other potentially infectious materials onboard WPNSTA Yorktown. For an exposure incident to personnel listed in paragraph 4b(2), the ECP is inclusive. For personnel not listed in paragraph 4b(2), the same universal precautions, prompt medical evaluation and follow-up, investigation, and supervisory responsibilities apply as for at risk personnel.

#### 4. Bloodborne Pathogen Exposure Control Plan

a. This plan is mandated by WPNSTA Yorktown and is effective immediately. It shall be reviewed and updated at least annually by the Peninsula Storefront for Safety and Occupational Health Office. Whenever new tasks and procedures affect occupational exposure, the cognizant supervisor shall immediately notify the Peninsula Storefront For Safety Occupational Health Office.

b. The plan encompasses employee exposure determination, tasks and procedures, training, universal precautions, engineering and work practice controls, personal protective equipment (PPE), housekeeping, labeling, a method for all affected employees to receive Hepatitis type-B vaccinations, a procedure for post-exposure evaluation and follow-up, record keeping, and a procedure for the investigation of circumstances and exposure incident evaluation.

(1) Employee Exposure Determination. Exposure determination is based on the job classifications of employees who are "reasonably anticipated" to be at risk of an occupational exposure to blood or other potentially infectious material during the normal course of their assigned duties.

(2) Tasks and Procedures. All employees in the following job descriptions and/or performing these tasks and procedures are at risk of an occupational exposure:

(a) Firefighter - Provides first response and administers emergency first aid to victims of fire, motor vehicle accidents, etc.;

(b) Police Officer - Provides emergency first aid and/or responds to domestic and civil disturbances;

(c) Branch Medical Clinic and Branch Dental Clinic Personnel (tenant activity) - Branch Medical Clinic and Branch Dental Clinic personnel are included in NAVHOSPPTSVAINST 6260.5, Bloodborne Pathogen Exposure Control Plan.

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(d) Child Development Center and Youth Activities Center Personnel - Administer first aid to children.

(e) Gymnasium Personnel - Administer first aid to patrons.

(3) Training. Training must include an explanation of the OSHA standard, general discussion on bloodborne diseases and practice controls, PPE, Hepatitis B vaccine, response to emergencies involving blood, how to handle exposure incidents, the post-exposure evaluation and follow-up program, signs/labels/color-coding. This training shall be administered within your command, and if necessary, with assistance from the Peninsula Storefront for Safety and Occupational Health Office or the Branch Medical Clinic. This training is mandatory for occupations listed in paragraph 4b(2).

(4) Universal Precautions. Universal precautions assume that all human blood or other potentially infectious material is carrying a disease and that you must take the necessary measures to protect yourself. Staying healthy depends upon you wearing the appropriate personal protective equipment and following safe work practices whenever you may be exposed to bloodborne pathogens. The specific procedures you must follow may vary, depending upon your particular job or situation. However, applying universal precautions will always involve the same basic safe work practices.

(5) Engineering and/or Work Practice Controls. WPNSTA Yorktown has adopted work routines believed to be appropriate to protect employees from potentially infectious materials. Employees are required at all times to comply with these routines. In the event an employee does not or cannot comply with any of the requirements, the incident and circumstances must be immediately reported to Peninsula Storefront for Safety and Occupational Health Office for investigation and documentation purposes. This information will also be used to determine if changes are feasible to prevent future occurrences of potential exposure or non-compliance.

(a) In work areas where a reasonable likelihood of occupational exposure exists, work practice controls include, but are not limited to, restricting eating, drinking, smoking, applying cosmetics or lip balm, handling contact lenses and preventing the storage of food and/or drink in refrigerators or other locations where blood or other potentially infectious materials are kept.

(b) All tasks involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splattering, generating droplets, splashing, spraying, etc. The wearing of PPE is mandatory.

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(c) When blood or other potentially infectious material has come into contact with a work surface, machinery or the surfaces of sinks and other restroom fixtures, an approved disinfectant to decontaminate the affected areas shall be used. A 1-10 dilution of ordinary household bleach and water is recommended, approximately 1 1/2 cups of bleach added to 1 gallon of water. The following procedures shall be used when decontaminating an affected area:

1. Cover the contaminated area with paper towels (or an absorbent cloth);

2. Pour the bleach solution over the paper towels, allowing it to soak through, and then wipe down the area. Pour more bleach solution over the area and use fresh paper towels to wipe it clean and dry;

3. Waste resulting from minor spills (less than 1 ounce) may be disposed of as dry trash; and

4. Waste resulting from major spills (greater than 1 ounce) shall be disposed of as regulated waste in properly labeled or color-coded containers. This waste shall be transferred to the Branch Medical Clinic for further disposition.

(d) Handling sharp objects that have been contaminated with blood or other potentially infectious material is extremely hazardous. A puncture wound can introduce bloodborne pathogens directly into the blood stream. Sharp objects must be placed only in an approved puncture resistant container.

(e) Handwashing after handling possibly infectious or contaminated materials is a very important part of universal precautions. Even after wearing gloves, employees shall wash hands vigorously and thoroughly with soap and warm water. Handwashing is a vital part of avoiding infection. A liquid bacterial soap is best. At an emergency first aid scene where soap and water may not be available, use sterile wipes (towelettes) or any other available cleaning agent until a washing facility can be reached.

(6) Personal Protective Equipment (PPE). PPE helps prevent occupational exposure to infectious materials. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Emergency response vehicles shall be equipped with kits consisting of disposable gloves, masks, facemasks (for use in artificial breathing and/or cardio-pulmonary resuscitation),

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disinfectant towelettes and a properly labeled or color-coded waste container.

(7) Housekeeping. Employees must ensure that emergency response vehicles and work sites are maintained in a clean and sanitary condition. Contaminated surfaces/work areas must be decontaminated with a disinfectant upon completion of procedures or when contaminated by splashes, spills, or contact with blood or other potentially infectious materials.

(a) All bins, pails, cans, and similar reusable receptacles must be decontaminated and cleaned immediately or as soon as possible after use/visible contamination.

(b) Whenever clothing or laundry becomes contaminated, it shall be placed and transported in bags or containers that prevent soak-through and/or leakage and disposed of as biohazardous waste.

(8) Labeling. Warning labels shall be attached to containers of regulated waste and to other containers used to store or transport blood or other potentially infectious materials. These labels are not required when red bags or red containers are used, or individual containers of blood or other potentially infectious materials are placed in a labeled container during storage, transport, shipment or disposal. The warning label must be fluorescent orange or orange-red, containing the biohazard symbol and the word BIOHAZARD in a contrasting color. The label must be attached to each object by string, wire, adhesive, or another method to prevent loss or unintentional removal.

(9) Hepatitis B Vaccination. All employees performing tasks listed in paragraph 4b(2) shall be screened by the Branch Medical Clinic and offered the pre-exposure Hepatitis B vaccination series. Employees who decline the vaccination shall be required to sign a copy of the "Waiver for Hepatitis B Vaccination," see enclosure (1). A copy of the signed waiver shall be placed in the employee's medical record. Persons trained to provide cardio-pulmonary resuscitation (CPR) in the workplace shall not be required to participate in the pre-exposure Hepatitis B vaccination protocol. However, should an individual render assistance in any situation involving blood or other potentially infectious materials, that person shall be offered the Hepatitis B vaccine within 24 hours of exposure. Additionally, the provisions regarding post-exposure evaluation, prophylaxis, follow-up, reporting, and record keeping shall be implemented as soon as possible after the exposure incident.

(10) Post-Exposure Evaluation and Follow-up. The Branch Medical Clinic shall offer post-exposure evaluation and follow-

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up, in accordance with references (a) and (b), to any employee reporting an exposure incident.

(11) Recordkeeping. There are two types of employee-related records required by the bloodborne pathogens standard, medical, and training.

(a) A confidential medical record for each employee with a potential for exposure will be maintained by the Branch Medical Clinic. This record must include the employee's Hepatitis B vaccination status, including dates of all Hepatitis B vaccinations and any medical records related to the employee's ability to receive vaccinations. Additionally, the record shall contain results of examinations, medical testing, and post-exposure evaluation and follow-up procedures; a copy of the health care professional's written opinion; and a copy of information provided to the health care professional. This information must be kept confidential and maintained for at least the duration of employment plus 30 years.

(b) Training records must be maintained for 3 years and include training dates, content or a summary of the training, names and qualifications of trainer(s), and names and job titles of trainees.

(12) Investigation and Exposure Incident Evaluation. Every exposure incident must be reported immediately to the exposed employee's supervisor. The supervisor shall conduct an investigation to document the exposure incident and forward a copy to the Branch Medical Clinic and Peninsula Storefront for Safety and Occupational Health Office. The investigation shall include the following elements:

- (a) The circumstances under which the exposure occurred;
- (b) The route(s) of entry;
- (c) Engineering controls in place at the time of the exposure incident;
- (d) Work practice controls in place at the time of incident;
- (e) Personal protective equipment in use at the time of incident;
- (f) Any failures of the above controls at the time of incident;
- (g) Any employee misconduct occurring at the time of the exposure incident;

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(h) Identification of the source individual, if feasible; and

(i) Recommendations for avoidance of future exposure incidents in similar situations.

(13) Supervisory Responsibilities

(a) Supervisors shall make a copy of 29 CFR 1910.1030 available to employees upon request. This standard may be obtained from the Peninsula Storefront for Safety and Occupational Health Office, Building 1959, Room 162.

(b) Supervisors must ensure all cognizant personnel performing tasks identified in paragraph 4b(2) receive a copy of reference (a). Cognizant personnel must also receive initial training upon assignment and refresher training at least annually thereafter.

(c) All supervisors shall ensure minor spills (less than 1 ounce) of blood or other body fluids are cleaned up immediately and that the contaminated surface(s) or equipment is/are wiped down observing universal precautions and procedures stated in paragraphs 4b(4) and (5).

(d) Cognizant supervisors shall ensure engineering and work practice controls are enforced to minimize possible infection.

(e) Cognizant supervisors shall provide PPE required to ensure that contact with blood or other potentially infectious material can be avoided.

(f) Cognizant supervisors must provide equipment to ensure that contaminated or infectious material is handled and disposed of safely.

(g) Cognizant supervisors shall conduct an investigation and document the exposure incident in accordance with paragraph 4b(12).

(h) Ensure cognizant employees are screened by the Branch Medical Clinic at the time of assignment and offered the Hepatitis B vaccination series, at no cost to the employee.

  
K. L. SKUBIN

Distribution:  
(WPNSTA YORKTOWNINST 5216.2X)  
List I, II, III (Case A)



WAIVER FOR HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness