Laboratory-Specific
Exposure Control Plan Template

Review work assignments to determine employee potential for exposure to laboratory-acquired infections.

Principal investigators and laboratory supervisors need to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials (OPIM), biohazardous materials or lab-acquired infections. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination lists all job classifications in the laboratory and which employees may be expected to incur such occupational exposure, regardless of frequency. At this Laboratory the following job classifications are:

Identification and Responsibilities of employees covered by the Exposure Control Plan.

Not all employees in the laboratory are expected to be exposed to blood or OPIM, biohazardous materials or lab-acquired infections. However, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have potential occupational exposure. At this Laboratory the job classifications and associated tasks for these types of employee categories are as follows:

Employees have the most important role in the compliance program. The ultimate execution of the Plan rests in their hands. The employee is responsible for the following activities:

- Know what tasks performed have occupational exposure
- Attend blood borne pathogen training sessions
- Plan and conduct all operations in accordance with work practice controls
- Develop and practice good personal hygiene habits

Universal precautions and specific measures on how to minimize the risk of Exposure

Universal precautions need to be observed at this laboratory in order to prevent contact with blood or other potentially infectious materials. All Blood, OPIM, biohazardous material,

infectious agents, toxins or wild/unknown sources that may be transmitted to humans need to always be considered infectious regardless of the perceived status of the source.

Engineering Controls –BioSafety cabinet, centrifuge safety cups, sharps, containers etc.

Engineering controls along with work practice controls are utilized to eliminate or minimize exposure to employees at this laboratory. Personal protective equipment needs to be used where occupational exposure remains after institution of engineering and work practice controls. At this facility the following engineering controls will be utilized: (list controls, such as BioSafety cabinet, centrifuge safety cups, sharps container, etc.)

Examples:

1. Hand washing facilities or antiseptic hand cleansers, towel or antiseptic towelettes, or are readily accessible to all employees who have the potential for exposure.
2. Contaminated sharps, specimen and secondary containers should have the following characteristics:

    - Puncture-resistant
    - Color-coded or labeled with a biohazard warning label
    - Leak-proof on the sides and bottom
    - Closeable

The above controls should be reviewed annually and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows: list schedule such as daily, once/week, etc. Also, list the person who has the responsibility to review the effectiveness of the individual controls, such as the supervisor for each Laboratory, etc.

Name: _____

Hand washing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. Hand washing sinks are required in the laboratory so they will be readily accessible after incurring exposure. At this facility hand washing, facilities are located: (list locations, such as room number and area in the laboratory)

If hand-washing facilities are not feasible, an alternative is to use antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used hands are to then be washed with soap and running water as soon as feasibly possible. Principal

investigators or supervisors who have this type of alternative because of the lack of accessible hand washing facilities should list the location, tasks and responsibilities to ensure maintenance and accessibility of these alternatives.

After removal of personal protective gloves, employees **must** wash hands and any other potentially contaminated skin area IMMEDIATELY OR AS SOON AS FEASIBLY possible with soap and water. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasibly possible following contact.

- **Work practices – hand washing, personal hygiene, labeling, sharps handling, etc.**

Contaminated needles and other contaminated sharps should never be bent, recapped, removed, sheared or purposely broken. The exception to this is the procedure would require contaminated needles be recapped or removed and no alternative is feasible. If such action is required, then recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique. In this Laboratory, recapping or removal is only permitted for the following procedures:

(List the procedures and also list the mechanical device to be used or alternately if a one-handed technique will be used.)

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, and cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures need to be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM. Methods that will be employed at this laboratory to accomplish these goals are :(list methods, such as centrifuge cups, BioSafety cabinets, etc.)

- Personal Protective Equipment (PPE) – gloves, lab coat, safety glasses, HEPA Respirator, mask etc.
- Housekeeping – cleaning, decontamination and waste handling.

Contaminated sharps are to be placed immediately, or as soon as possible, after use into an appropriate sharps container. AT this facility sharps containers are puncture resistant, labeled with a biohazard label and leak proof. (Employers should list where sharps containers are located as well as who has responsibility for removing sharps from containers and how often they will be checked to remove the sharps.)