

	Texas Chiropractic College Policies and Procedures	Author: John Ward Approved by: President's Cabinet	Reviewed: 11/06/07 Revised:
	Title: BLOODBORNE PATHOGENS POLICY		Page: 1 of 4
			Policy No. ESS.02

1.0 PURPOSE

- 1.1 To recognize the health danger of bloodborne pathogens to employees and attempt to minimize those dangers through education, precaution, or elimination.

2.0 SCOPE

- 2.1 This policy will cover safety around bloodborne pathogens for students and employees at TCC.

3.0 POLICY

3.1 **General Policy**

- 3.1.1 All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source (to include cadaver waste).
- 3.1.2 Universal precautions will be observed at TCC in order to prevent contact with blood or other potentially infectious materials.

3.2 **Protective Coats**

- 3.2.1 Personal protective clothing (white lab coats / smocks and gloves) is required when around human biohazardous material.
- 3.2.2 Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach an individual's clothing, 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.
- 3.2.3 The typical lab coats worn at TCC are not required to be coated with a liquid repellent. All garments which are penetrated by blood shall be removed immediately or as soon as feasible.
- 3.2.4 All personal protective equipment will be removed prior to leaving the work area.
- 3.2.5 Students are not allowed to wear anatomy lab coats to other areas of the college (i.e. library or bookstore).
- 3.2.5.1 TCC will provide without cost to employees who work in departments that deal with human biohazardous material: protective clothing (white lab coats / smocks), replacement and repair of protective clothing due to contamination, etc.

3.3 **Exposures to Infectious / Biohazardous Material**

3.3.1 Hand washing: TCC shall provide hand washing facilities with anti-microbial cleaning agents for use in the event employees or students incur exposure to blood or other potentially infectious materials (in addition to the normal use of antiseptic towelettes and gloves).

3.3.1.1 Any employee who incurs an exposure incident to the skin will:

- Remove personal protective gloves, if they are wearing them, wash their hands and any other potentially contaminated skin area immediately (or as soon as feasible) with soap and water.

3.3.2 Eye washing: In the event that employees or students get biohazardous materials in their eyes, they will flush their eye(s) immediately. Eye wash stations are located in all three labs and in the Moody Health Center next to the blood lab.

3.3.3 Mucous Membranes: Wash or flush mucous membranes with water as appropriate or as soon as possible following contact.

3.4 **Disposal of Contaminates**

3.4.1 Gloves: Disposable gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, nonintact skin, or mucous membranes.

3.4.1.1 Used disposable gloves are not to be washed or decontaminated for re-use.

3.4.1.2 Gloves are to be replaced when they become contaminated, torn, punctured, or their ability to function as a barrier is compromised.

3.4.1.3 Gloves will be disposed of in the proper biohazardous waste containers.

3.4.2 Needles: Any needles used to draw blood or for acupuncture will be disposed of in the proper biohazardous waste sharps containers.

3.4.3 Urine Samples: After a diagnostic sample of urine has been taken, the urine contents will be flushed down the toilet. The sample cup and other related items will be disposed of in the proper biohazardous waste container.

3.4.4 Regulated Waste (i.e. blood coated paper towels, urine cups, and cadaver waste): Place in appropriate biohazardous waste containers. Such red marked containers are located in all TCC student labs and Moody Health Center. The biohazardous waste disposal company TCC contracts with shall be responsible for disposal of such items as is appropriate based on OSHA guidelines. It will be the responsibility of the company TCC contracts with to maintain those records.

3.5 Maintenance of Safety Supplies

- 3.5.1 Each Department Head / designee dealing with biohazardous waste, shall be responsible for:
 - 3.5.1.1 Budgeting for and stocking antiseptic towelettes, hydrogen peroxide, iodine, and gloves to be used to clean skin surfaces upon exposure to waste.
 - 3.5.1.2 Reviewing the supply of towelettes, hydrogen peroxide, iodine, and gloves on hand once every month to ensure that an adequate supply of such supplies is available.
 - 3.5.1.3 Employees who have exhausted their supplies are responsible for requesting them from their department head/ designee.

3.6 Work Area Safety Around Biohazards

- 3.6.1 In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, students and employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.
- 3.6.2 Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, on countertops, or bench tops where blood or other potentially infectious materials are present.
- 3.6.3 Mouth pipetting / suctioning of blood or other potentially infectious materials is prohibited.
- 3.6.4 All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, generation of droplets of blood, or other potentially infectious materials.
- 3.6.5 Any area in which an exposure incident occurs will be cleaned and decontaminated immediately with bandages, swabs, compresses, and other similar materials.
- 3.6.6 Pregnant female students or employees of TCC will be advised of any deleterious biohazardous waste that they may be around in any of the labs. If necessary, they will be excused from those labs on days when a hazard exists.

3.7 Decontaminating an Area

- 3.7.1 Decontamination will be accomplished by utilizing bleach solutions (10 parts water to 1 part bleach), cleansers, and other appropriate disinfectants.
- 3.7.2 All contaminated work surfaces will be decontaminated after completion of procedures, and immediately or as soon as feasible after any spill of blood or other potentially infectious materials. Cleaning of work surfaces will also take place at the end of the work shift if the surface has become contaminated since the last cleaning.
- 3.7.3 All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis.
- 3.7.4 Any broken glassware, which may be contaminated, will be picked up using a shovel, broom and dustpan, or other appropriate implements (hands will not be used). Glassware is to be deposited in the proper biohazard waste sharps containers.

3.8 **Laundry**

- 3.8.1 Laundry contaminated with blood, or other potentially infectious materials, will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where they are used. Such laundry will not be sorted or rinsed in the area of use.
- 3.8.2 All employees who handle contaminated laundry will utilize personal protective equipment (PPE) to prevent contact with blood or other potentially infectious materials.
- 3.8.3 Laundry services, which accept contaminated laundry, will take contaminated laundry to an OSHA compliant facility for cleaning.

4.0 RESPONSIBILITIES

- 4.1 Department Heads / designee(s) will enforce these rules, budget for, and maintain supplies.

5.0 PROCEDURES

- 5.1 When handling biohazardous waste, the utmost care will be taken and it will be assumed by all employees and students that the materials being handled are toxic.
- 5.2 All students will follow the lab safety addendum included.

NOTE: A list of emergency names and phone numbers, responsible persons, and Incident Report Form are located in the Emergency Preparedness Plan.

Texas Chiropractic College

Anatomy Lab Safety Rules 2007

This document relates to all anatomy and neuroanatomy labs offered at TCC and will be signed by entering Trimester 1 students.

1. A lab coat or smock must be worn during lab at all times (except in neuroanatomy labs).
2. If something should get into your eyes, let your instructor know. They will assist you in utilizing an eye-wash station.
3. Never wear contact lenses while in lab. Some of the cadaver preservative chemicals may irritate eyes when wearing contacts.
4. Sharp instruments like scalpels are needed in the lab and must be used with extreme caution. Never use or pretend to use them on yourself or someone else.
5. Do not perform dissections without the consent of the instructor.
6. Only use dissecting equipment approved by the instructor.
7. Never eat, drink, or chew gum in the lab around dissected specimens. The only exception is water in a closed container.
8. If a fire should break out in lab, proceed to the closest exit in an orderly fashion. The Department Chair or instructor will handle the fire with a fire extinguisher if the fire is manageable.
9. Always tie back long hair while in lab.
10. Tie back loose clothing and jewelry while in lab. Open toed shoes (like sandals) should not be worn to lab when using sharp dissecting materials.
11. Review lab material in advance of coming to lab.
12. Clean up all spills immediately with paper towels, kitty litter, or the appropriate items. Dispose of clean up materials in trash can if they are not biohazardous. If they are put them in the appropriate red biohazard bags.
13. Report all accidents to the instructor or the Department Chair.
14. Be familiar with the location of lab safety equipment like eyewash stations and first aid kits, if available.
15. Do not take any remains of dissected cadavers out of the lab.
16. Exercise caution when utilizing bone saws in lab and cut away from self.
17. Wash hands before and after each lab.
18. Always clean up work area and return all equipment to its proper location at the conclusion of the lab session or instructor may deduct points from lab grade at their discretion.
19. Never work alone in the laboratory (without an instructor or TA present).
20. Dispose of all chemical and cadaver waste in the appropriate biohazard containers.
21. Never horseplay in lab.
22. Follow all further instructions given by the instructor or Department Chair.

Print Name

Signature

Day / Month / Yr