SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

BLOODBORNE PATHOGENS

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting - keep the meeting simple
- Encourage discussion and questions

WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER

BLOODBORNE PATHOGENS

TIME: _____

DATE: _____

PLACE: _____

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WEEKLY SAFETY MEETING

BLOODBORNE PATHOGENS

Leaders Guide

PROCEDURE REFERENCE:
9.0: Bloodborne Pathogens

MEETING OBJECTIVE:
Contact with bloodborne pathogens is a potentially life-threatening hazard – one that your employees may someday face on the job. OSHA's bloodborne pathogens standard requires all employers to take safeguards to protect workers against these serous health hazards. There are strict training requirements for those employees whose job responsibilities make it likely that they will be exposed to blood or bodily fluids. But raising awareness for *all* employees is important to keep them safe in the event of an injury or illness that involves blood or bodily fluids.

The purpose of this meeting is to review the basics of bloodborne pathogen safety with your employees and teach them the precautions they can take when faced with these hazards. It is also designed to dispel myths and calm unfounded fears about the transmission of the viruses that cause AIDS and hepatitis B.

OSHA's bloodborne pathogen standard is often one of the Top 10 most frequently violated standards, with penalties in the hundreds of thousands of dollars. The risk of contracting hepatitis B from exposure to infected blood may be as high as 30%.

MEETING PREPARATION:
Read the SSG procedure, understand the contents, and ensure compliance.

Consider possible work situations that could expose employees to bloodborne pathogens. Be prepared to discuss these during the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:
Flip chart and marking pens

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Leaders Guide

MEETING

INTRODUCTION

Today, we're going to talk about safety regarding bloodborne diseases. You've all heard of HIV and probably most of you know that HBV is the hepatitis B virus. You know that these viruses can kill. What we're going to discuss is how to protect yourself against contact with these viruses in the workplace.

Simply defined, bloodborne pathogens are microorganisms that are transmitted through the blood and other body fluids and can cause disease. The two most high-profile pathogens are HIV (human immunodeficiency virus) and HBV (hepatitis B virus).

Awareness about bloodborne pathogens has grown in recent years as sports heroes and movie stars have contracted HIV, along with thousands of ordinary citizens – male and female, old and young, black and white. And HBV, which is more infectious than HIV, is also becoming a household word. Most often, exposure to these viruses occurs outside the workplace. But not always.

Question: **How are bloodborne pathogens transmitted?**

Answer: The viruses can only be transmitted through direct contact with infected blood or other body fluids.

***Question*:** **What are the most common means of transmission?**

Answer: Contact between contaminated blood (or other body fluids) and the eyes, nose, mouth, or breaks in the skin

Sexual intercourse with an infected partner

Sharing needles with an infected person, usually involving drug use

Transmission from infected mother to child before, at, or after birth

Blood transfusions (although with current screening techniques, this type of transmission is very rare)

Question: **There are many myths about these viruses. What are some of the ways that people incorrectly assume the viruses can be transmitted?**

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Answer: Casual contact with an infected person. Simply working alongside someone who has the virus presents no health risk. Neither does touching an infected person, shaking hands, or even hugging.

Sharing equipment, bathrooms, telephones, cafeterias, or water fountains with an infected person.

Coughing or sneezing. Although the virus may be carried in mucous, it is often in very low concentrations and remember, the virus can only infect a person if it gets into his or her bloodstream.

Explain that these viruses are not easily transmitted. HIV does not live very long outside the human body. Even when someone comes into direct contact with blood from an infected person, the chances of contracting HIV or HBV are relatively small (although the risk is greater for HBV).

Question: **What kinds of work situations at our facility might require precautions against bloodborne pathogens?**

Answer: An infected person is injured in an accident and other employees come in contact with blood or other body fluids during their attempt to provide first aid.

Workers who clean up after an accident where blood has been spilled come in contact with infected blood.

Question: **What is the most important thing you can do to protect yourself against bloodborne pathogens?**

Answer: Treat all blood and body fluids (and any materials contaminated with them) *as if they are infected* by bloodborne pathogens – regardless of whether you think they really are. This is known as taking "universal precautions."

Question: **What are the actual physical precautions you can take?**

Answer: Use required PPE.

Use PPE correctly.

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Be prepared to improvise to provide adequate protection when normal PPE is not immediately available.

Follow proper hygiene rules.

Store sharp objects safely.

Clean and disinfect equipment that has been contaminated with blood before it is stored or used again.

Dispose of contaminated materials in specially color-coded or labeled ("biohazard") containers.

Question: **What types of PPE can help protect against bloodborne pathogens?**

Answer: Gloves
Goggles
Face shields
Face masks
Aprons
Mouth-to-mouth breathing masks

Explain that *gloves* are probably the single most important barrier. Make the following points:

- The most commonly used gloves are latex or nitrile (if an employee is allergic to latex).
- If gloves are thin, double gloving is recommended.
- Workers with cuts or sores on their hands should bandage them before putting on gloves.
- Gloves should be discarded and replaced at the slightest sign of a tear.
- Disposable gloves should never be reused.

Question: **The virus can be transmitted if infected blood splashes in your eyes. What type of protection do you need to protect your eyes against bloodborne pathogens?**

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Answer: Goggles are recommended because they completely enclose the eyes. A face shield should be worn over goggles to ensure maximum protection.

***Question*: What about protecting your mouth and nose?**

Answer: A mask can be worn to protect the mouth and nose. A face shield is also recommended.

***Question*: Why is wearing an apron a good idea?**

Answer: Industrial aprons protect clothing and keep contaminated fluids from soaking through onto the skin. Aprons should be worn during cleanups and whenever there's a lot of blood present.

***Question*: Why is using a breathing mask a good idea when you're giving mouth-to-mouth resuscitation?**

Answer: It provides a barrier to prevent direct contact with the victim's bodily fluids during resuscitation attempts.

Explain that there are three basic rules about PPE use in these situations.

- Whenever possible, protective clothing and equipment must be worn in exposure situations. When PPE is not immediately available on the scene of an accident it should be sent for right away.
- If punctured, torn, or damaged, PPE should be removed immediately (taking care to avoid contamination) and replaced.
- PPE must be removed before leaving the area and placed in designated containers for storage, decontamination, or disposal.

***Question*: What should you do if you're on the scene of an accident, there's blood present, and you don't have all the kinds of PPE we just spoke about immediately on hand?**

Answer: Sometimes you have to be prepared to improvise a little. And that's okay as long as you remember the basic concept of creating an effective barrier between you and the body fluids of the victim. The

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Leaders Guide

key thing to remember here is that whatever you do, you have to prevent blood or body fluids from entering your body through the skin, eyes, nose, or mouth.

***Question*: How can you respond to the emergency and still protect yourself until proper PPE can be brought to the scene?**

Answer: Have the victim apply pressure and bandage a wound himself or herself, if able.

Use plastic bags or plastic wrap as a barrier if gloves are not readily available.

Wear safety glasses, at least, if goggles and a face shield are not available.

Use towels or clean rags to contain the spread of blood or bodily fluids. But be careful! Do not touch these materials once they have been contaminated.

Use tongs, brushes, pans, and other mechanical means to avoid direct contact with blood and contaminated materials.

***Question*: What about hygiene? What procedures should you follow to protect yourself?**

Answer: Wash thoroughly with soap and water after *any* contact with blood or bodily fluids.

Wash carefully after removing gloves or other PPE.

Never eat, drink, handle contact lenses, or apply anything to the skin (makeup or lip balm, for example) in any area where there is even a remote possibility of exposure to blood or infectious materials.

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***Question*:** **Can you be vaccinated against these viruses?**

Answer: Unfortunately, currently there is no vaccination against HIV. But there is a highly effective vaccine that affords significant protection from hepatitis B.

SUMMARY:

As you've seen, there's a lot we can do to protect ourselves against bloodborne pathogens and still provide adequate assistance to injured co-workers in emergency situations. If you have any questions about what we discussed today, please talk to any supervisor. It's very important that we all understand how to protect ourselves from this hazard.

EMPLOYEE HANDOUT

A. Employee Handout
B. Employee Quiz
C. Employee Puzzle

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Employee Handout

Simply defined, bloodborne pathogens are microorganisms that can cause disease and are transmitted through the blood and other body fluids. The two most high-profile pathogens are HIV, which causes AIDS, and HBV, which causes hepatitis B - a liver disease. The viruses that cause these diseases are spread by contact with blood and some other bodily fluids. If your job includes the possibility of contact with human blood and certain other body fluids, your employer has a plan to keep you safe.

An important part of this plan is known as “universal precautions.” Universal precautions involve dealing with all human blood and other body fluids as if they contained these deadly viruses.

To prevent exposure to bloodborne pathogens, your employer provides several kinds of barriers. One is the personal protective equipment (PPE) you are instructed to use for your job. Depending on the task, this could include gloves, lab coats, goggles with side shields, masks and no-contact resuscitation devices.

Methods of removing or isolating hazards are also part of the plan. An important one is availability of safe disposal containers for sharps such as needles.

Work practice controls are also important in preventing contact with bloodborne pathogens. These include hand washing as well as safe handling and transport of potentially contaminated items.

It’s a good idea for everyone to know about universal precautions. You could be the first one on the scene of a highway accident and must help a bleeding victim. Or you could have to give CPR (cardiopulmonary resuscitation) to a fallen co-worker who has just received a facial injury. Or you might just need to protect yourself from a needle stick injury while picking up trash in an empty lot in your neighborhood.

For your safety, you need to assume that the blood of any person is infected with a lethal disease. Even in an emergency, you must avoid all direct contact with blood. Wear gloves, such as the latex or plastic gloves you keep in your automobile first aid kit. In fact, you should double-glove if you will be contacting a spill of blood. Place in a leak-proof container any materials that have contacted bodily fluids. Clean up spills right away with an approved disinfectant, such as household bleach.

Separate potentially contaminated materials from other laundry. Wear gloves and other recommended protective items to handle contaminated laundry.

If you think you might have been exposed to a bloodborne pathogen, see a medical professional right away for tests. A vaccine is available to help protect against hepatitis B; ask your employer about it if your job involves possible exposure.

You can’t see the viruses that cause AIDS and hepatitis. You just must assume they are present in blood and protect yourself from contact.

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Meeting Sign-In Sheet

MEETING DATE: _____ **LOCATION:** _____

SHIFT: _____ **CONTENTS OF MEETING:** ☐ Handout ☐ Video ☐ Other ☐ Guest Speaker

MEETING CONDUCTED BY: _____

GUEST SPEAKER (if applicable): _____

ATTENDEES:

	NAME (Print)	SIGNATURE		NAME (Print)	SIGNATURE
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

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Employee Quiz

Answer the following questions to see what you know about bloodborne pathogens safety.

1. Only specialized workers need to be aware of bloodborne pathogens.
   True or False

2. You can contract several diseases from exposure to human blood, including Hepatitis B and HIV (AIDS).
   True or False

3. It's okay to pick up needles or broken glass with your hands.
   True or False

4. It's good practice to always assume that blood and bodily fluids you handle contain deadly viruses.
   True or False

5. Universal precautions involve dealing with all human blood and certain other body fluids as if they were contaminated with bloodborne pathogens.
   True or False

6. Unless you are a nurse or a doctor, this precaution is of no value to you.
   True or False

7. HIV, which causes AIDS, is a bloodborne pathogen.
   True or False

8. Hepatitis B, a potentially fatal liver disease, is caused by a virus called HBV.
   True or False

9. An example of personal protective equipment to prevent contact with bloodborne pathogens is:
   a. Gloves made of latex or similarly impermeable material
   b. Goggles with side shield
   c. Face mask
   d. All of these

10. Hand washing is part of an infection control program.
    True or False

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Employee Puzzle

Unscramble the words.

1. DBERONOLOB _____
2. GEONTSPHA _____
3. SWANHIG _____
4. RSITELE _____
5. ELNDEES _____
6. ILRVE _____
7. CAREHATHLE _____
8. PSSILL _____
9. SSITUE _____
10. NGEYIEH _____
11. TCSUANGOIO _____
12. TFNICE _____

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Employee Puzzle Answers

Unscramble the words.

1.	DBERONOLOB	BLOODBORNE	**7.**	CAREHATHLE	HEALTHCARE
2.	GEONTSPHA	PATHOGENS	**8.**	PSSILL	SPILLS
3.	SWANHIG	WASHING	**9.**	SSITUE	TISSUE
4.	RSITELE	STERILE	**10.**	NGEYIEH	HYGIENE
5.	ELNDEES	NEEDLES	**11.**	TCSUANGOIO	CONTAGIOUS
6.	ILRVE	LIVER	**12.**	TFNICE	INFECT

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Employee Quiz ANSWERS

Answer the following questions to see what you know about bloodborne pathogens safety.

1. Only specialized workers need to be aware of bloodborne pathogens.
   True or False

2. You can contract several diseases from exposure to human blood, including Hepatitis B and HIV (AIDS).
   True or False

3. It's okay to pick up needles or broken glass with your hands.
   True or False

4. It's good practice to always assume that blood and bodily fluids you handle contain deadly viruses.
   True or False

5. Universal precautions involve dealing with all human blood and certain other body fluids as if they were contaminated with bloodborne pathogens.
   True or False

6. Unless you are a nurse or a doctor, this precaution is of no value to you.
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   True or False

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   a. Gloves made of latex or similarly impermeable material
   b. Goggles with side shield
   c. Face mask
   d. All of these

10. Hand washing is part of an infection control program.
    True or False