

AFFIRMATIVE ACTION POLICY	APPROVAL:  Mark A. Lauretti, Mayor	August 20, 2024
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**CITY OF SHELTON**  
**BLOODBORNE PATHOGENS POLICY**

**PURPOSE**

The City of Shelton is committed to protecting the health and safety of its employees from communicable diseases, including bloodborne pathogens such as AIDS, Meningitis, Influenza, and Hepatitis B. This policy outlines procedures for minimizing exposure and ensuring proper training and safety measures.

**SCOPE**


This policy applies to all employees in the following job classifications who may reasonably be expected to come into contact with blood, body fluids, or other potentially infectious materials (OPIM):

- Police Department
- Emergency Medical Department (EMD) Personnel
- Athletic Personnel
- Water Pollution Control Employees
- Fire Department
- Custodians/Maintenance
- Pool Personnel/Lifeguards

The City will adhere to the Occupational Safety and Health Administration (OSHA) regulations, specifically 29 CFR 1910.1030, and this plan is accessible to all employees.

**EXPOSURE DETERMINATION**

Employees in the listed classifications will receive training in compliance with OSHA regulations to minimize risk and enhance understanding of bloodborne pathogens.

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**Training**

- Initial Training: All designated employees must complete training by December 30, 1992. New hires in these classifications will receive training within ten (10) days of their hiring date. Refresher training will be provided regularly.
- **Training Content:**
  - Overview of OSHA regulations.
  - Explanation of bloodborne diseases and their epidemiology.
  - Modes of transmission of bloodborne pathogens.
  - Details of the exposure control plan and how to obtain it.
  - Identification of events that may involve exposure to OPIM.
  - Use and handling of personal protective equipment (PPE), decontamination, and disposal procedures.
  - Universal precautions, safe working practices, and engineering controls.
  - Information on free Hepatitis B vaccination.
  - Color coding and biohazard symbols for storage and disposal.
  - Post-exposure procedures and follow-up.
  - Interactive Q&A session with the trainer after viewing an approved video.

**PROCEDURES**

**Communicable Disease Prevention**

1. Assume that all individuals are potential carriers of communicable diseases.
2. Wear disposable latex gloves when handling body fluids. Replace gloves between tasks.
3. Use masks, protective eyewear, and disposable overalls where splashes may occur.
4. Pick up broken glass or contaminated material with appropriate tools.
5. Do not smoke, eat, drink, or apply makeup around body fluid spills or while wearing gloves.

**DISINFECTION**

1. Wash unprotected skin that contacts body fluids with hot water and soap for at least one minute. If soap and water are unavailable, use alcohol or antiseptic towelettes.

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2. Remove contaminated gloves inside out to avoid contact with the contaminated side. Wash hands and forearms.
3. Apply hand lotion after disinfection to prevent skin damage.
4. Remove contaminated clothing promptly. Clean affected skin areas thoroughly before wearing clean clothing. Launder contaminated clothing properly.
5. Dispose of contaminated materials in approved biohazard bags, following state and municipal regulations.

**VACCINATION**

- Hepatitis B vaccination will be offered at no cost to employees with occupational exposure to blood. Employees must sign a declination form if they choose not to be vaccinated but may receive it later at no cost. Booster doses, if recommended, will also be provided at no cost.
- Post-exposure evaluation and follow-up will be provided after an exposure incident.

**LABELING AND RECORD-KEEPING**

- Warning labels with the biohazard symbol will be affixed to containers and regulated waste disposal.
- Medical records for employees with occupational exposure will be maintained confidentially for the duration of employment plus 30 years.

**POLICY REVIEW**

- Department Heads must review this policy and operations every six months. Updates in OSHA regulations and municipal actions will be presented to the Board of Aldermen for consideration.

**RECORD KEEPING**

- The City will maintain records for employees in designated classifications for their employment plus 55 years. Records include:
  - Name and social security number.
  - Dates of initial and annual training.
  - Immunization records or declinations.

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- Details of exposure incidents and post-exposure evaluations.
- All medical records will be kept confidential.

**Effective Date**

- This policy is effective as of \_\_\_\_\_.

Adopted by the Governing Body on November 12, 1992.

Distribution: All Employees

December 1992

August 2024, and on the City Website