



Document Bloodborne Pathogens	Published 6/14/2023	Valid for Wisconsin Rapids
----------------------------------	------------------------	-------------------------------

Document: Bloodborne Pathogens

Purpose

This policy is designed to eliminate or minimize an employee's exposure to human blood and/or body fluids, which may be infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV), and other blood-borne pathogens.

Scope

Wisconsin Rapids team members are required to observe universal precautions when their job duties could result in an exposure to blood or body fluids.

Responsibility

All Wisconsin Rapids facility team members are expected to follow and comply with the universal precautions outlined in this policy.

Execution

A. Procedure:

- I. Universal precautions shall be used at all times in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material shall be considered infectious regardless of the perceived status of the source individual. Engineering and work practice controls shall be utilized to eliminate or minimize exposure to employees. Examples of engineering controls include but are not limited to puncture-resistant sharps containers, splash guards, mechanical pipetting, and self-sheathing needles. Where there is the potential for occupational exposure to blood or other potentially infectious materials area supervisor shall provide and assure employee usage of appropriate personal protective equipment (PPE) such as, but not limited to: gloves, gowns, laboratory coats, aprons, face shields, masks, eye protection and mouthpieces and resuscitation bags. The level of PPE shall be based upon the type of exposure and quantity of bodily substances which can be reasonably anticipated to be encountered.

General

Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	BBPP1	1



Document Bloodborne Pathogens	Published 6/14/2023	Valid for Wisconsin Rapids
----------------------------------	------------------------	-------------------------------

Document: Bloodborne Pathogens

- II. Disposable vinyl or latex gloves shall be worn when performing any procedure where there is the likelihood of contact with blood or other body fluids. Gloves shall be replaced when visibly soiled, torn, punctured, or when their integrity is compromised. Disposable gloves shall not be washed or disinfected for re-use.
- III. All personal protective equipment shall be removed immediately, or as soon as possible upon leaving the work area, and placed in appropriately container/biohazard bag for storage washing, decontamination, or disposal.
- IV. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
- V. Mouthpieces, resuscitation bags, or other mechanical ventilation devices shall be used for resuscitation.
- VI. The Wisconsin Rapids facility shall establish a procedure for cleaning, laundering, or disposal of personal protective equipment. Each area shall repair or replace required personal protective equipment as needed to maintain its effectiveness.

B. Methods of compliance:

- I. Personal protective equipment (PPE) is required and available when the risk of occupational exposure to blood or body fluids is present.
- II. Hand washing facilities or hand sanitizer is available at first aid stations and in portable first aid bags as well as various areas throughout the mill.
- III. All incidents of occupational exposure shall be reported to the Safety Department (this includes exposure due to treatment of injuries, accidental exposure, and/or needle sticks).
- IV. Infectious waste is disposed of in biohazard bags. These bags are brought to the Team Leaders office for shipping to an approved facility for incineration.
- V. Disposal of all regulated waste shall be in accordance with applicable Federal, State, and Local regulations. The Wisconsin Rapids facility shall ensure that waste quantities generated do not excel 50 pounds per month as required by EPA regulation 40 CFR 259.

Document publisher Ryan Weber	Responsible organization Safety Department	Document-ID BBPP1	Version 1
----------------------------------	---	----------------------	--------------

Document Bloodborne Pathogens	Published 6/14/2023	Valid for Wisconsin Rapids
----------------------------------	------------------------	-------------------------------

Document: Bloodborne Pathogens

- VI. Employees are instructed according to the OSHA standard 29 CFR 1910.1030 as to how to clean biohazard areas. This instruction includes:
1. Hands and other skin surfaces shall be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids and dried with paper towels.
 2. Where there has been contamination due to injury, etc., the affected area shall be washed immediately with soap and water, then sprayed with a 10% concentration of chlorine disinfectant or HBV/HIV disinfectant and wiped dry.
 3. Waste cans and pails shall be lined with plastic bags. They will be cleaned and disinfected monthly by spraying with a 10% concentration of chlorine disinfectant or HBV/HIV disinfectant.
 4. Broken glassware that may be contaminated shall be picked up with forceps. Small fragments shall be picked up with wet paper towels.
 5. Contaminated instruments shall be washed with soap and water and placed in a disinfectant solution.
 6. Disposable drapes, towels, table covers, sheets, etc. shall be used to avoid laundry handling.
 7. Non-sharp waste (bandages, swabs, dressings, etc.) that does not meet the definition of “regulated waste” will be disposed of as domestic waste. Non-sharp waste that is heavily contaminated that meets the definition of “regulated waste” shall be placed in red bags and red disposable containers and collected by an approved medical waste transporter and disposer. If outside contamination should occur, the bag will be placed in a second red closable container. Bags and containers shall have biohazard warning labels affixed. All regulated waste shall be disposed of as soon as feasible.
- VII. Employees covered under this policy are offered the Hepatitis B immunization at no cost.
- VIII. Employees covered under this policy will receive a briefing on HIV, HBV, HCV, and other infectious disease transmission. This will include the use of PPE and mouthpieces as well as housekeeping procedures in accordance with OSHA 29 CFR 1910.1030. This will be done initially as soon as feasible, and annually thereafter.

Document publisher Ryan Weber	Responsible organization Safety Department	Document-ID BBPP1	Version 1
----------------------------------	---	----------------------	--------------



Document Bloodborne Pathogens	Published 6/14/2023	Valid for Wisconsin Rapids
----------------------------------	------------------------	-------------------------------

Document: Bloodborne Pathogens

- IX. Biohazard sharps containers are located in the main mill locker rooms and shall be available in all departments or areas where sharp instruments or needles are used.
- X. Needles shall not be bent, capped or sheared but will be deposited in sharps containers. Sharps containers are red, leak proof, hard plastic, and puncture resistant. When filled, they will be collected and disposed of by an approved medical waste transporter and disposer.
- XI. A Sharps log is also kept by the Safety Department in accordance with OSHA standard 29 CFR 1910.1030.
- XII. If an employee has an exposure of any kind to blood or body fluids the involved skin must be thoroughly cleaned with soap and water and mucous membranes flushed with copious amounts of water. The exposed employee needs to immediately report for a confidential medical evaluation and follow-up. Post-exposure evaluation and care will be provided by the local company health care provider.
- XIII. Confidential medical records are kept in accordance with the record retention schedule set forth by OSHA.
- XIV. Training of blood borne pathogens will be conducted through the new employee orientation for new hires and for all employees annually by means of the computer based training system, safety meetings, or CPR certification or renewal classes. Records of this training will be maintained in accordance with the record retention schedule set forth by OSHA.
- XV. The Wisconsin Rapids facility exposure control plan is available through the Safety Department and can be made available to all employees upon request. The plan is reviewed and updated annually

C. Blood Spill Clean-up Procedure

- I. Advance Janitorial will be contacted for clean-up duties if on day shift. Otherwise, the Safety Department will be contacted to clean up blood spills. For small amounts of blood, Team Leaders may also clean up blood spills.
- II. Obtain the “Bio-Hazard Spill Kit”. Spill kits are located: In Converting, in all First Aid Stations, and the in the Safety Advocates office.
- III. Open the kit and remove contents in a non-contaminated area.
- IV. Choose PPE appropriate for the size/amount of blood to be cleaned.

Document publisher Ryan Weber	Responsible organization Safety Department	Document-ID BBPP1	Version 1
----------------------------------	---	----------------------	--------------

Document Bloodborne Pathogens	Published 6/14/2023	Valid for Wisconsin Rapids
----------------------------------	------------------------	-------------------------------

Document: Bloodborne Pathogens

- V. Apply absorbent to spill and wait until the spill solidifies.
- VI. Use scraper and dustpan to clean up solidified material and place in a regular garbage bag.
- VII. Clean the surface with Sanizide or other disinfectant that effectively kills HIV and HBV on hard surfaces. Follow manufacturer’s recommendations for cleaning the surfaces! Place towelettes and used gloves in a red biohazard bag and tie.
- VIII. Wash your hands with soap and water after removing gloves.
- IX. Bring red-biohazard bag to the Team Leaders office for proper disposal and incineration.
- X. Contact the Safety Department for a replacement of Spill Clean-up Kit.

Document publisher Ryan Weber	Responsible organization Safety Department	Document-ID BBPP1	Version 1
----------------------------------	---	----------------------	--------------