

State of Arizona Risk Management Loss Prevention

BLOODBORNE PATHOGENS CHECKLIST

The Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogen regulation (29CFR1910.1030) was developed for employers who have employees with occupational exposures to blood and other potentially infectious materials (OPIM). The regulation requires an employer to have an exposure control program to protect and educate employees in the health hazards of bloodborne pathogens such as hepatitis B (HBV) and acquired immunodeficiency syndrome (HIV). The following checklist provides elements that must be covered in a bloodborne pathogens program.

<u>Exposure Control Plan</u>	YES	NO	N/A
Has an exposure determination been done to identify if workers have job duties that may expose them to body fluids or blood with the potential of containing bloodborne pathogens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If workers do have the potential for exposure, is a written exposure control program in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the exposure control plan list job classifications in which all employees have occupational exposure to bloodborne pathogens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the exposure control plan list job classifications in which some of the employees have occupational exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of the program available to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the program reviewed annually and revised as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan provide a list of tasks and procedures in which occupational exposure may occur and that are performed by the listed employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the exposure determination made without regard to the use of personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the employees with potential exposures been provided with the necessary information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a documentation method in place for reporting, investigation, and follow-up of exposure incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are engineering and work practice controls examined, maintained and replaced on a regular schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Hepatitis B vaccine available to workers at risk of exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a declination form signed by employees who do not wish to receive the Hepatitis B vaccination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Eliminating Exposure Risk</u>	YES	NO	N/A
Are potentially infectious materials collected, stored appropriately labeled and disposed properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a sharps container provided that is properly labeled, puncture resistant and leak proof?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a procedure in place to ensure that contaminated equipment and surfaces are decontaminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hand washing facilities available for employees who may become exposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are food and drinks stored in refrigerators that are used to store blood or opim?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Personal Protective Equipment (PPE)</u>	YES	NO	N/A
Is PPE chosen based on the anticipated exposure risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the PPE available, used and replaced as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure in place for cleaning, laundering or disposing of contaminated PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gloves other than latex provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have provisions been made for the handling of contaminated laundry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Employee Training</u>	YES	NO	N/A
Is the person conducting the bloodborne pathogens training knowledgeable about the standard with the experience to answer questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all training provided at no cost to employees during regular working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is training provided at the time of initial assignment to any task with occupational exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the training conducted at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the language and content of the training appropriate to the employees' education level and literacy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the epidemiology and symptoms of bloodborne disease and modes of transmission provided clearly to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the training include the decontamination methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees aware of ways to recognize tasks or activities that may involve the risk of exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does employee training include knowing what is and is not regulated waste, how to label and dispose of regulated waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained in the proper use of PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the exposure control plan and universal precautions thoroughly explained to the employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recordkeeping

	YES	NO	N/A
Are training records maintained, including dates of training and summaries of the training program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the names and job titles of the persons being trained clearly documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employee medical records kept in a confidential file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employee medical records kept for 30 years after the end of employment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are medical records and or training records available for copying to employees and employee representatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of the OSHA regulation available to employees upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: This checklist is to be used as a tool to assist in determining if the basic requirements of a bloodborne pathogen are in effect. The checklist is not all inclusive. OSHA Standard, 29 CFT 1910.1030, provides requirements for procedures and practices to protect employees from the potential hazards of exposure to bloodborne pathogen containing materials and should be used as a reference for additional information. The OSHA website, www.osha.gov, is an excellent resource for all occupational related safety and health requirements.