

FIRST AID/BLOODBORNE PATHOGENS PROGRAM

29CFR1910.151/29CFR1910.1030

PURPOSE

The nature of warehouse operations may lead to injuries and illnesses among employees. It is necessary to provide for medical services, including first aid, for employees who have suffered an injury on the job. It is also necessary to protect employees from contracting diseases such as Hepatitis B and HIV from the blood or bodily fluids of injured employees.

SCOPE

This policy outlines the minimum requirements of an Millard First Aid/Bloodborne Pathogens Program for affected employees, such as first aid providers. The policy describes the sequence of actions that should be taken when an injury or illness occurs in the plant. The Plant Manager is responsible for ensuring the procedures are in place.

PROVIDING FOR EMERGENCY MEDICAL SERVICES

It is the policy of Millard Refrigerated Services that professional medical personnel will be used to treat work-related injuries and illnesses. First Aid Responders are required **only** in locations where no doctor's office or hospital is located within 5 minutes of the plant. In these locations, First Aid Responders shall provide immediate and temporary treatment until the services of professional medical personnel are secured.

The nearest doctor's office or hospital that can treat emergencies must be identified. The doctor's office or hospital may not be the same as the provider used to treat non-emergency work-related injuries (See Managing Work-Related Injuries). The name and telephone number of the doctor or hospital must be posted with the Emergency Phone Number List (See Emergency Action Plan). It is important to distinguish between emergency and non-emergency situations in directing employees to medical providers.

FIRST AID RESPONDERS

While First Aid Responders are not required unless emergency personnel are not available, **it is recommended that each plant maintain at least one employee trained in first aid during each shift.** First Aid Responders may treat minor injuries, such as cuts, bruises, minor burns, not requiring professional medical treatment. Only employees certified by either the Red Cross or National Safety Council programs may act as a First Aid Responder.

Employees must be recertified at least every three years or in accordance with state or local regulations. A copy of the certification certificate must be attached to this policy.

First Aid Responders must be trained in First Aid, CPR, and Bloodborne Pathogens procedures.

FIRST AID MATERIALS

Instructions for phoning physicians, hospitals, ambulances, and fire departments must be posted where all employees have access. Employees must be trained on the proper procedures for notifying their supervisor or plant manager of emergency situations (See Emergency Action Plan).

A standard first aid kit must be made available in numbers sufficient for the number of employees working in the plant. The first aid kit must be kept up-to-date with the proper stock to treat injuries sustained in the plant, including the following:

- Gauze roller bandages, 1 inch and 2 inch
- Gauze compress bandages, 4 inch
- Adhesive bandages, 1 inch
- Triangular bandage, 40 inch
- Ammonia inhalants or ampules
- Antiseptic applicators or swabs
- Burn dressing
- Wire splint
- Tourniquet
- Bloodborne pathogen kit
- Eye dressing
- Tweezers
- CPR kit

BLOODBORNE PATHOGENS

Bloodborne Pathogens are microorganisms, such as viruses, that can cause diseases in humans such as Hepatitis B and HIV. Because these microorganisms are transmitted by blood and bodily fluids, employees must be trained to protect

themselves and to follow proper procedures for cleaning up spills and disposing of contaminated materials.

Employees performing First Aid duties and Janitorial duties, referred to hereafter as health care providers, may be reasonably expected to come into contact with blood or bodily fluids of other employees. All employees must be informed of the danger associated with contact with human blood. **All employees except those stated above must be directed to avoid any contact with all blood and bodily fluids except their own.**

1) Personal Protective Equipment

Gloves made of latex or vinyl will be provided in the First Aid Kit. Gloves will be worn in the following circumstances:

- a) When the health care provider has cuts, abraded skin, chapped hands, dermatitis, etc.
- b) When treating any employee with active bleeding or open wounds where contact with blood or a bodily fluid may take place.
- c) When handling any bodily fluid specimens.
- d) When cleaning any contaminated area.

Health care providers must treat any blood or bodily fluid as though it were contaminated. Employees must wash their hands immediately after the removal of gloves or as soon as possible after hand contact with blood or other potentially infectious materials.

If an injured employee cannot take the waste materials generated to the medical clinic or hospital personally, the provider must arrange to have waste materials, including the gloves, picked-up by the clinic or hospital. Under no circumstance is the waste material to be discarded in the trash bin located on the plant grounds.

2) Housekeeping

All equipment and working surfaces shall be properly cleaned and disinfected after exposed to blood or other bodily fluids. Work surfaces can be disinfected using an approved germicide or a 1:10 solution of bleach and water.

3) Hepatitis B Vaccine Policy

All health care providers involved in an exposure incident will be offered a hepatitis vaccination and medical evaluation at Company expense.

Other employees who may be exposed in an incident may receive a hepatitis vaccination and medical evaluation.

An exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral (skin piercing) contact with blood or bodily fluids that results from the performance of an employee's duties.

If an exposure incident occurs, the following procedures shall be performed:

- a) The exposure incident shall be documented, including a description of the event.
- b) Identification of the source individual
- c) The source individual's consent shall be solicited to test his or her blood for HBV or HIV infectivity, unless infectivity is already known. If consent cannot be obtained, it shall be so documented.
- d) Results of the source individual's testing shall be made available to the exposed employee. The employee will be notified of his or her rights concerning the disclosure of the identity and infectious status of the source individual.

If an employee declines a hepatitis vaccination, a statement of denial must be signed. A denial form is attached.

4) Training

Annual training will be provided to health care providers and all other employees. A training certification form is attached. The training for health care providers shall include the following:

- a) The Corporate bloodborne pathogen policy and the OSHA standard shall be explained to the provider.

A copy of the Corporate policy and OSHA standard must be made available to employees upon request.

- b) A discussion of what bloodborne pathogens are and how they are transmitted.
- c) What types of Personal Protective Equipment are available and how to properly use and dispose of them.
- d) Proper housekeeping procedures.
- e) The appropriate actions to take in an emergency and how to record the incident.
- f) The availability of hepatitis vaccinations.

All employees will be trained on what to do in the event of an exposure incident.