

IDAHO STATE POLICE PROCEDURE

05.01 EXPOSURE TO BLOOD BORNE PATHOGENS OR HAZARDOUS MATERIALS

I. GENERAL

- A. This procedure is the Exposure Control Plan to reduce occupational exposure to blood borne pathogens and other hazardous materials and to provide for the appropriate treatment and counseling of an exposed employee.
- B. Work unit supervisors whose employees are considered to have occupational exposure to blood borne pathogens and/or hazardous materials, as defined in section C., below, must create and maintain a work unit listing of necessary Personal Protective Equipment (PPE) and decontamination/disposal equipment and ensure that the equipment is available to employees.
- C. Information regarding an employee's exposure to blood borne pathogens and other hazardous materials is confidential. Discrimination of any kind against any employee, based on that employee's exposure to blood borne pathogens or other hazardous materials is not tolerated.
- D. Additional information regarding medical screening is available under 05.02 Medical Screening Procedure.

II. DEFINITIONS

- A. "Blood" means blood, body fluids or other potentially infectious materials capable of acting as a vehicle for the Human Immunodeficiency Virus (HIV), the Hepatitis B virus (HBV), or other blood borne pathogens.
- B. "Blood borne pathogens" are microorganisms such as bacteria or viruses that may be present in human blood and other body fluids that can cause disease and be transmitted through contact with contaminated blood and body fluids.
 - 1. "Exposure" means a specific incident resulting in:
 - a. blood or other potentially infectious materials contacting an employee's eye, mouth, other mucous membrane, or skin; or
 - b. injury, illness, or developing signs or symptoms of possible overexposure to hazardous materials.
 - 2. "Hazardous material" means any substance that poses a risk to life, health, the environment, or property when not properly contained.
 - 3. "Universal precautions" means treating all blood and body fluids to be infectious for HIV, HBV, or other blood borne pathogens and treating all chemicals as potentially hazardous.

III. EXPOSURE DETERMINATION

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A. Employees in the following programs and functions are considered to have occupational exposure to blood borne pathogens and/or hazardous materials and receive training commensurate with their potential for exposure.

1. Recruits;
2. Troopers;
3. All commercial vehicle safety officers;
4. Investigations detectives, if appropriate;
5. Designated Forensic personnel; and
6. All assigned evidence technicians.

D. Vaccinations

A. ISP provides Hepatitis B and tetanus vaccinations and boosters at no cost to employees identified as having occupational exposure to blood borne pathogens.

1. ISP provides Hepatitis B titer checks to ensure the effectiveness of the vaccination. Vaccinated employees are responsible for having post-vaccination testing performed within one to six months after the completion of the vaccine series (or as currently recommended by the [Centers for Disease Control and Prevention](#)).

2. Employees who decline to be vaccinated or have the effectiveness of their vaccinations tested must sign the [EHF 05 01-01 Vaccination/Medical Treatment Declination Form](#).

E. Personnel Duties

A. ISP supervisors and managers:

1. ensure that employees have adequate blood borne pathogen and hazardous materials training to perform assigned tasks;
2. ensure that the necessary Personal Protective Equipment (PPE) and decontamination/disposal equipment are available;
3. ensure that a Health and Safety file (see G. 1 of this procedure) is retained in the district on each employee deemed to have occupational exposure;
4. ensure employee compliance with this procedure and related practices.

B. ISP personnel:

1. only participate in activities involving hazardous materials or blood borne pathogens at a level consistent with your training and available equipment;
2. strictly observe “universal precautions” when dealing with blood, other body fluids, or any potentially hazardous materials;
3. do not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in any work area where blood or other hazardous materials are or have been present;
4. do not store food items or drinks in refrigerators, freezers or any other storage areas where blood or other hazardous materials are kept;
5. ensure that your vaccinations are up to date or sign a [EHF 05 01-01 Vaccination/Medical Treatment Declination Form](#);
6. use the appropriate PPE needed to protect yourself against exposure based upon your job assignment;

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7. inspect all PPE on a regular basis and before use, and have it repaired or replaced as needed;
8. appropriately decontaminate yourself and any reusable PPE after each use;
9. properly dispose of hazardous materials, including contaminated PPE;
10. clean and decontaminate all work areas where a potential for exposure exists.
11. request assistance of CVS Hazmat Specialist to ensure decontamination is thorough and complete, if needed.

F. Post-Exposure Activities

- A. Any employee having a potential exposure incident must report the incident to their supervisor as soon as possible and no later than 24 hours after the exposure.
- B. The supervisor immediately obtains appropriate medical services for the exposed employee. All measures deemed medically appropriate must be offered to the exposed employee.
- C. Employees declining medical evaluation or treatment **must** sign the [EHF 05 01-01 Vaccination/Medical Treatment Declination form](#).
- D. The supervisor ensures that all Workers Compensation forms, the [EHF 05 01-02 Mishap Report](#), [EHF 02 01-01 After Incident Review](#) form, and any other associated paperwork are completed in conjunction with the employee and in accordance with State of Idaho guidelines and ISP procedure [05.03 On Duty Injury or Death](#), and are properly submitted or distributed.
- E. ISP Legal advises the exposed employee of applicable laws and regulations concerning disclosure of the identity and infectious status of a source individual.
- F. Employees exposed to blood borne pathogens or hazardous materials through an identified incident are medically monitored for as long as deemed appropriate and necessary under the Workers Compensation program, regardless of employee reassignment, unless the employee declines medical monitoring.

G. Records Management

- A. A Health and Safety file is maintained on each employee deemed to have occupational exposure. These files are maintained in the local district, lab or work unit, as appropriate. Health and Safety files consist of Emergency Contact Information forms, Health and Safety Training Records, Mishap Reports and associated After Incident Reviews, Medical Releases, Workers Compensation Forms, Clandestine Lab Exposure Reports (CLER), Proof of Vaccinations, and Vaccination Declination Forms.
- B. Upon transfer to a new duty station, the employee's Health and Safety file is forwarded and maintained in their current district, lab, or work unit.
- C. Upon termination of employment, the employee's Health and Safety file is forwarded to the ISP Human Resources Office where it is held for one year before transfer to the ISP warehouse to be archived in accordance with ISP procedure [02.07 Records Management](#).