


CATHOLIC CHARITIES DISABILITIES SERVICES
Agency Standard and Procedure

Standard Category	Human Resources
Standard Title	Workplace Exposure
Original Issue Date	October 8, 2010
Latest Revision Date	
Number of Pages	2
Attachments	
Approved by: Gary Siegel	

Standard

Catholic Charities is committed to preserving and providing a healthy environment for all clients, employees, volunteers and interns.

Catholic Charities operates diverse programs that have unique requirements related to workplace exposure. Therefore each agency will determine program requirements related to this standard and comply with OSHA regulations.

All employees will observe Universal Precautions. All new employees will be trained on universal precautions as part of the system-wide new employee orientation. Employees working in direct care or at higher risk of exposure (as designated by the agency) will receive annual training thereafter or as defined by regulatory and funding entities.

Agency procedure

1. Employees in positions of direct care or in positions designated by the agency as higher risk for exposure must sign documentation of having received training regarding bloodborne pathogen exposure control.
2. A vaccine series to prevent the spread of Hepatitis B will be offered upon hire and throughout employment to all employees in direct care or designated positions with a higher risk of exposure.
3. All staff will observe Universal Precautions. All secretions will be treated as infectious and/or contaminated. All cleaning and disinfecting will be done with a bleach solution. (1/4 c. bleach to 1 gallon water) Employees will wear disposable gloves when cleaning up spills and will dispose of gloves and other disposable cleaning supplies in accordance with protocol for disposal of infected and/or contaminated materials.

4. Employees who experience an exposure incident must immediately report their exposure to their immediate supervisor.
5. The employee must complete an incident report per agency procedures.
6. The employee will be evaluated according to the established protocol for accidental exposure to Hepatitis Virus B; and treatment will be rendered as necessary.
7. All follow up will remain confidential and held in the employee's health file. The health file will not be disclosed or reported to any person within or outside the agency without the employee's express written consent, except as required by law or regulation.
8. Direct care employees will use a breathing barrier when performing CPR and will receive CPR training. The use of breathing barriers will be discussed during CPR training and masks are located on the premises.

Examples of circumstances that may put employees at risk for Hepatitis B and require reporting are:

- A human bite from a carrier
- A scratch or a cut, from a carrier, that draws blood. Any blood contamination during oral care.
- Any blood contamination during menstrual care
- Any contact with drainage from a wound or lesion. This may or may not contain blood.
- Any contact with urine or feces
- Any contact with emesis after someone vomits
- Any contact from handling contaminated linen
- Any contact from eating from dishes that have not been correctly sanitized. A resident may be at risk if he/she takes food from a carrier's plate of food.
- Performing CPT without a breathing barrier
- You are at risk if you have a cut or open area that you do not cover with a dressing. Any break in the skin is an invitation for infection to set in.
- Any needle stick. Do not recap any needles.