

Appendix 1- A
Rutgers Bloodborne Pathogens Guide:
Exposure Control Plan (ECP) for Clinical/Patient Care Areas

The Rutgers University Bloodborne Pathogens Guide ('BBP Guide') is intended to define and establish practices that minimize occupational exposure to human blood/body fluids and other potentially infectious materials (OPIM) among employees at Rutgers University. A required component of the BBP Guide is the completion site-specific Exposure Control Plan (ECP), which contains information specific for each work location on the personnel who may come into contact with human blood/body fluids and OPIM, the specific tasks involved, and the associated controls, work practices and PPE made available and used for those tasks. The ECP must be reviewed annually and updated, as necessary (e.g., new hires) to accurately reflect personal, tasks and work sites. This ECP also serves to certify an appropriate hazard assessment has been done for personal protective equipment (PPE) made available and used at the work site.

The completed ECP must be maintained in a location that is accessible to all listed personnel.

Date:

Department:

Building and Room number(s):

Name and Signature of person completing the ECP:

Annual Review of Exposure Control Plan (ECP) - The site Clinical Representative (e.g., Nurse Manager), will be responsible for reviewing and updating Appendix 1-A of the ECP annually or sooner if necessary, to:

- 1) reflect any new or modified tasks, services and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure;
- 2) reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens, and
- 3) document annual consideration and implementation of appropriate commercially available and effective safe needle devices.

Safety Needle Evaluation – An ad-hoc committee may be formed by the Nurse Manager(s) of respective clinical practices and comprised of non-managerial clinical staff responsible for the selection, evaluation and approval of safety needle devices for use throughout their respective clinical areas. Each Committee must be comprised of at least 50% non-managerial staff and may include representation from other departments such as Rutgers Occupational Health Service and REHS. Completed Safety Needle Evaluation forms (Appendix 5, Form B) must be maintained with the Appendix 1-A of the Exposure Control Plan (ECP).

RU clinics with similar scope and function may choose to use safety devices previously evaluated and approved for use by other RU clinical areas. In such cases, device-specific evaluation forms (see BBP Guide, Appendix 5, Forms B) must be made available to staff to document their satisfaction with the device and copies of completed device specific evaluation forms must be kept with the completed ECP. See

Engineering Control below for the list of approved devices in Rutgers University clinical areas See Appendix 4 of the BBP Guide for details on the selection, evaluation and use of safety needle devices.

Eligible Employee Listing - In the space below, please list the job titles and assigned duties of all eligible employees in this work location. Eligible employees are those who may be reasonably anticipated to come into contact with blood or other potentially infectious materials as a result of performing their job duties. **(May attach list on a separate page).**

Employee Name	Title	Assigned Duties
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Engineering Controls – Engineering controls will be used to prevent or minimize exposure to bloodborne pathogens. The term engineering controls includes all control measures that isolate or remove a hazard, encompassing not only sharps with engineered sharps injury protections and needleless systems but also other devices designed to reduce the risk of percutaneous exposure to bloodborne pathogens (e.g., sharps disposal containers). Where there are commercially available safety needle devices that can be effectively used to eliminate or minimize the risk of exposure to blood and other body fluids must be used.

The following safety needle devices have been evaluated and approved for use at RU clinical sites:

- Smith Needle-Pro™
- Retractable Technology Vanish Point™
- Smith Medical Saf T Wing™ blood collection sets
- BD Safety Glide™
- BD Safety-Lok™ Blood Collection Sets
- BD Safety-Lok™ syringe (conditionally approved for lidocaine use only)
- J&J Protectiv™ IV Catheter
- Deltec Gripper Plus™ protected Porta-Cath
- BD PhaSeal™ injectable for hazardous drugs
- Smith Point-Lok™ (for use with devices with no commercially available safety features such as biopsy needles)
- Other evaluated device(s):

Work Practices and Personal Protective Equipment (PPE) - Personal protective equipment (PPE) must be used if the potential for occupational exposure remains after engineering and work practice controls have been instituted, or if controls are not feasible. On-site training is provided to review the use of appropriate PPE for employees' specific job classifications and tasks/procedures.

Please check all PPE made available to clinicians at this site to protect from contact with blood and other potentially infectious materials:

Gloves (non-powdered latex, preferably non-latex)

Gowns

Laboratory coats/gowns

Face shields/Masks

Eye protection (e.g., splash-proof goggles, safety glasses with side shields)

Resuscitation bags and mouthpieces

Other:

Appropriate personal protective equipment is required for tasks that have the potential to expose personnel to blood/body fluids. The table below describes common work tasks at Rutgers clinical sites and identifies the minimum PPE that must be available and worn, as well as additional PPE available and worn, as determined by the clinician.

Check, as applicable	Task	Minimum Required PPE for Task	PPE Worn as Determined by Clinician
	Blood draw	Gloves	Eye/face protection, gown/lab coat
	Body fluid aspirations	Gloves	Eye/face protection, gown/lab coat
	Dental Procedures	Eye/face protection, gloves, gown/lab coat	Other:
	Pelvic Exams	Gloves	Eye/face protection, gown/lab coat
	Pelvic Procedures	Gloves	Eye/face protection, gown/lab coat
	Procedural punctures and biopsies	Gloves	Eye/face protection, gown/lab coat
	Resuscitation	Protective mouthpiece	Other:
	Wound Care (e.g., injecting lidocaine into abscess)	Gloves	Eye/face protection, gown/lab coat
	Disinfection/Sterilization of reusable equipment	Gloves	Eye/face protection, gown/lab coat
	Other:		

Cleaning, Disinfection, and Sterilization

Work Surfaces – List and describe the frequency and method of cleaning and disinfection for contaminated work surfaces (e.g., type of disinfectant wipe used, contact time and frequency of use):

Reusable Instruments (e.g., microscopes, semi-critical medical devices) – List the equipment/devices and indicate how they are sterilized or disinfected, as applicable:

Reusable Personal Protective Equipment - list and describe the frequency and method of cleaning non-disposable PPE, as applicable:

Waste Materials – list and describe the solid, liquid and sharp items generated that at this site to be disposed of as regulated medical waste (RMW), as applicable:

Emergency Response - In the space below, please list and note the location of all equipment on hand in this laboratory/work location to safely and effectively clean and decontaminate a spill of blood or other potentially infectious material:

Equipment	Location(s)
Blood/Body Fluid Clean-up Kit(s)	

Emergency Contacts – The following are the campus-specific emergency contacts for this work location:

Rutgers University Police Department (RUPD)

New Brunswick RUPD

- From Private and Pay Phones: Dial **911** or (732) 932-7111
- From University Offices: Obtain an Outside Line then dial **911**
- For Hearing Impaired: Dial (732) 932-6639 for TDD
- For Non-Emergencies: Dial (732) 932-7211

Camden RUPD

- From Private and Pay Phones: Dial **911** or (856) 225-6111
- From any Campus Phone: Dial 8 or 6111
- For non-emergencies call 856- 225 – 6009

Newark RUPD

- From Private and Pay Phones: Dial **911** or (972) 353-5111
- From Any Campus Phone: Dial 80 or 5111
- For Non-Emergencies: Dial (973) 353-5581

Farms, Research Stations & Other Rutgers Facilities

- Obtain an Outside Line and Dial **911**

Rutgers Occupational Health

RBHS Personnel: New Brunswick campus

- Employee Health Svc, EOHSI, (848) 445-0123, ext. 2

RBHS Personnel: Newark campus

- Occupational Medicine Svc., SBB, (973) 972-2700

Non-RBHS Personnel: New Brunswick, Newark & Camden campuses

- Occupational Health, Hurtado Health Ctr., (848) 932-8254