

# Bloodborne Infectious Diseases Exposure Control Plan

[ \_\_\_\_\_ ]  
Establishment Name

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# EXPOSURE CONTROL PLAN

The person in charge, body artists, employees and practitioners of the above body art establishment ("Establishment") have developed this Exposure Control Plan (ECP) to prevent accidents, to eliminate or minimize occupational exposure to blood or other body fluids, and to break the cycle of cross- contamination between practitioners and clients. This plan is intended to comply with the current Safe Body Art Act, Occupational Safety and Health Administration (OSHA) standards and applicable local regulations.

This ECP is effective as of the following date: \_\_\_\_\_

The ECP is kept in the following location within the facility: \_\_\_\_\_

All body artists and employees have access to the plan and can review it at any time during their work shifts.

The person in charge is responsible for administering the ECP and providing training to all body artists that operate in the Establishment. Training will be provided annually and whenever changes are made to this document or any practices. As staff read and are trained on this ECP, they should sign a counter-part signature page of the ECP, a copy of which is attached to the last page of this ECP.

Any changes must be immediately reflected in this document.

This ECP consists of the following sections:

- Section I:** Instrument Cleaning and Sterilization
- Section II:** Decontamination and Disinfecting Environmental Surface
- Section III:** Protecting Clean and Sterile Instruments
- Section IV:** Storage, safe handling and Disposal of Sharps Waste
- Section V:** Universal Precautions Procedures
- Section VI:** Post Exposure Procedure and Forms
- Section VII:** Personal Protective Equipment
- Section VIII:** Hand Washing Procedures
- Section IX:** Chemical Storage and Safety
- Section X:** Injury and Illness Prevention
- Section XI:** Infectious Waste Management Plan, Policy and Procedures

**SECTION I**  
**INSTRUMENT CLEANING AND STERILIZATION**

An instrument or other reusable item that comes into contact with non-intact skin or mucosal surfaces shall either be single-use or be washed, disinfected, packaged and sterilized after each procedure.

Describe how instruments or other reusable items shall be washed, disinfected and packaged.

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List all Personal Protective Equipment (PPE) used when cleaning and washing instruments and equipment: \_\_\_\_\_

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An instrument or reusable item that does **not** come in contact with non-intact skin or mucosal surfaces shall be washed with a solution of soap and water, using a brush that is small enough to clean the interior surfaces and decontaminate after each procedure. A reusable item that cannot be immediately washed, disinfected, and sterilized following the completion of the body art procedure shall be placed in a basin of water with or without detergent.

Describe the type of container that is used to store the instruments when soaking or washing. What solution is used? \_\_\_\_\_

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Location of the soaking instruments: \_\_\_\_\_

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How are sterile instrument packs evaluated prior to use?

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Are sterile instrument packs opened in front of the customer prior to the procedure?

YES    NO

Clean instruments to be sterilized shall first be sealed in peel packs that contain either a sterilizer indicator or internal temperature indicator. The outside of the pack shall be labeled with the name of the instruments, the date sterilized, and the initials of the person operating the sterilizing equipment.

Sterilizers shall be loaded, operated, decontaminated, and maintained according to the manufacturer's directions.

Describe the location of your decontamination area/clean room and sterilization equipment in the facility: \_\_\_\_\_  
 \_\_\_\_\_

Is an ultrasonic machine used for washing and cleaning instruments?  YES  NO

Where is the ultrasonic machine located within your facility? \_\_\_\_\_

Instruments are packaged for sterilization as follows:

INSTRUMENT TYPE	SPECIAL REQUIREMENTS	PACKAGING MATERIAL
Grips		Peel pack
Needles		
Jewelry		

Sterilized packs must be labeled with the date, initials of the person sterilizing, and the contents of the pack (unless it has a clear window on one side).

Only equipment manufactured for the sterilization of **medical instruments** shall be used.

Biological indicators monitoring test results shall be recorded in a log that shall be kept on site for **3** years.

Each sterilization load shall:

- A) Be monitored and documented on load log book.
- B) Each sterilization pack shall have an **indicator**.

Sterilized items are left in this location \_\_\_\_\_ to fully dry for this length of time \_\_\_\_\_

A written log of each sterilization cycle shall be maintained for **3** years and shall include all of the following information:

- Name of person who operated the sterilizer.
- Name of initial of person who verified the color indicator change on each package.
- Description of instruments contained in the load.
- Date of sterilization load, and time or other unique identifier if more than one load is processed during a single day.
- Sterilizer cycle time and temperature.
- Indication of proper sterilization of instruments, as evidenced by the appropriate color indicator change on each package.
- Action taken when appropriate color indicator change did not occur.

**SECTION II**  
**DECONTAMINATING AND DISINFECTING ENVIRONMENTAL SURFACES**

Describe how each work station and procedure area will be decontaminated or disinfected:

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What Environmental Protection Agency (EPA) registered solutions will be used?

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What is the required wet-contact time for this disinfectant to be effective against salmonella choleraesuis (enterica), Staphylococcus aureus and Pseudomonas aeruginosa?

\_\_\_ Minutes

What surfaces and objects will be disinfected?

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How often will these surfaces and objects be disinfected?

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Are wall and floor surfaces at the workstation, cleaning rooms, instrument storage, and procedure areas smooth and cleanable?  YES  NO

If "NO" please describe:

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Describe the cleaning procedures and frequency for each of these areas:

Customer waiting area:
Procedure areas:
Restroom:
Decontamination room:
Other Areas or Specialized Instructions:

Is the decontamination room labeled "Restricted" or "Employees Only"?  YES  NO

Are animals allowed in your facility?  YES  NO

If "yes", where are they allowed? \_\_\_\_\_

**SECTION III**  
**PROTECTING CLEAN AND STERILE INSTRUMENTS**

After sterilization, describe the location where the packaged instruments are stored:

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Is each peel pack evaluated at the time of storage and before use?  YES  NO

Describe the procedure followed if a sterilized package has been compromised:

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**SECTION IV**  
**STORAGE, SAFE HANDLING AND DISPOSAL OF SHARPS WASTE**

The sharps waste container shall be labeled with the words "sharps waste" or with the international biohazard symbol and the word "BIOHAZARD".

Each procedure area and decontamination/sterilization area shall have a container for the disposal of sharps waste. Sharps waste containers must be easily accessible to body artists, employees and practitioners.

Sharps waste must be removed and disposed of by a company, or removal and transportation through a mail-back system consistent with C.R.S. 25-15-401.

Provide the location of **each** sharps container in your facility: \_\_\_\_\_

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Provide the name and contact information for the licensed biohazard waste hauler used to dispose of the sharps generated at this facility: Name of Company \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Phone/Email \_\_\_\_\_

What is the frequency of your sharps disposal? \_\_\_\_\_

## SECTION V

### UNIVERSAL PRECAUTIONS PROCEDURES

All body artists and employees will utilize Universal Precautions.

Universal Precautions is the use of barrier protection (personal protective equipment) when working with blood or other potentially infectious materials. By applying Universal Precautions to all clients, direct skin or mucous membrane contact with blood and body fluids by body artists will be minimized. The likelihood that blood borne organisms like HIV, hepatitis B, and hepatitis C will be transmitted also is minimized. Using the same precautions for all clients provides increased confidentiality because the same precautions will apply to everyone.

#### **Universal Precautions Means:**

- Wash your hands before and after each client.
- Wear gloves if you are likely to touch body substances, mucous membranes, or broken skin.
- Wear a gown if your clothing is likely to become soiled.
- Wear a mask and protective eyewear if you are likely to be splashed with body substances.
- Do not recap, break, or bend needles.
- Place needles and sharps in designated disposal containers.

#### **Clean and Disinfect Environmental Surfaces:**

- Whenever cleaning and disinfecting environmental surfaces in which blood and body fluids are present, a barrier (rubber utility gloves durable enough to withstand environmental cleaning and disinfecting, thick layer of paper towels or cloth) should be placed between the blood and the attending person.
- Use disposable paper towels or other disposable materials to remove blood and body fluids.
- Disinfect the affected area(s) and cleaning tools with a disinfectant. The affected surface being disinfected should remain wet for contact time as required by manufacture.
- Secure all waste in plastic bags for proper disposal.

#### **Clean Up for Attending Person:**

- Remove gloves and dispose and secure in plastic bag.
- Immediately wash hands using warm running water. Apply soap and rub hands outside of water for 20 seconds, pay particular attention to fingertips, nail and jewelry. Rinse with fingers pointing downward. Dry hands with single use paper towel. Turn off water with the same paper towel and throw the paper towel away.

**SECTION VI**  
**POST EXPOSURE PROCEDURE AND FORMS**

The location of the first aid kit is: \_\_\_\_\_

The location of the nearest healthcare facility is:

Name:		Phone:
Address:		
City:	State:	Zip:

Two (2) attachments have been provided as part of this plan in case of an exposure incident:

See attachments below: The attachments must go with the practitioner/client to the healthcare facility.

# POST-EXPOSURE PROCEDURE

*(You should arrive at the healthcare facility within 30 minutes of exposure)*

## I. APPLY FIRST AID

- Wash the area immediately with soap and water, control any bleeding, and apply bandage.
- For exposure to eyes, mouth, and/or nose flush area with water.

## II. SEEK MEDICAL ATTENTION:

- **Immediately go to primary healthcare facility or physician:**

A. Name: \_\_\_\_\_

B. Healthcare Facility Address: \_\_\_\_\_

C. Healthcare Facility Phone number: \_\_\_\_\_

- **If primary healthcare facility or doctor is unavailable, go to:**

A. Name: \_\_\_\_\_

B. Healthcare Facility Address: \_\_\_\_\_

C. Healthcare Facility Phone number: \_\_\_\_\_

- **Take source individual with you to the healthcare facility if possible for testing.**  
A completed Source Individual's Consent or Refusal form should accompany you to the healthcare facility
- **Complete the Needle Stick and Sharp Object Report at the healthcare facility**

## III. NOTIFY FACILITY OWNER /AND/OR THE SAFETY MANAGER IMMEDIATELY

## IV. PROCEDURE FOR SOURCE TESTING

- Obtain source individual consent
- Have source individual complete and sign the consent or refusal form.

# Source Individual's Consent or Refusal

## For HIV, Hepatitis B (HBV), and Hepatitis C (HCV) Infectivity

Source Individual is the person whose blood or body fluids provided the source of this exposure.

### Exposed Individual's Information

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Exposure Date: \_\_\_\_\_

Month / Day / Year

### Source Individual's Statement of Understanding:

I understand that employers are required by law to attempt to obtain consent for HIV, HBV, and HCV infectivity testing each time an employee is exposed to the blood or bodily fluids of any individual. I understand that a body art practitioner has been accidentally exposed to my blood and that testing for HIV, HBV, and HCV infectivity is requested. I am not required to give my consent, but if I do, my blood will be tested for these viruses at no expense to me.

I have been informed that the test to detect whether or not I have HIV antibodies is not completely reliable. This test can produce a false positive result when an HIV antibody is not present and that follow-up tests may be required.

I understand that the results of these tests will be kept confidential and will only be released to medical personnel directly responsible for my care and treatment, to the exposed body art practitioner for his or her medical benefit only, and to others only as required by law.

### Consent or Refusal & Signature I

hereby consent to:

HIV Testing \_\_\_\_\_ HBV Testing \_\_\_\_\_ HCV Testing \_\_\_\_\_

I hereby *refuse* consent to:

HIV Testing \_\_\_\_\_ HBV Testing \_\_\_\_\_ HCV Testing \_\_\_\_\_

### Source Individual Identification

Source Individual's Printed Name: \_\_\_\_\_

Source Individual's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship if signed by other than the Source Individual: \_\_\_\_\_

Additional Information:

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**SECTION VII**  
**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The Establishment shall provide appropriate Personal Protective Equipment (PPE) to body artists and employees at no cost to them. Appropriate PPE includes, but not limited to, gloves, face shields, masks, eye protection, and aprons. The establishment shall replace or repair protective equipment as necessary at no cost to body artists and employees.

All PPE shall be chosen based on the anticipated exposure to blood of other potentially infectious materials. The PPE shall be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or mucous membranes under normal conditions of use and for the duration of time for which the protective equipment shall be used.

PPE is located at \_\_\_\_\_ and may be obtained through:  
\_\_\_\_\_. (Specify how employees are to obtain PPE, and who is responsible for ensuring that it is available.)

All body artists and employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE. Remove PPE after it becomes contaminated, and before leaving the work area.
- Used PPE may be disposed of in \_\_\_\_\_ (List appropriate containers for storage, laundering, decontamination, or disposal.)
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or Other Potentially Infectious Materials (OPIM), and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface. The procedure for handling used PPE is as follows: (may refer to standard operating procedure by title or number and last date of review)

\_\_\_\_\_  
(For example, how and where to decontaminate face shields, eye protection, resuscitation equipment)

**SECTION VIII**  
**HAND WASHING PROCEDURES**

Each hand sink must be equipped with hot (90-120°F) and cold running water, soap, and disposable towels. Hand sinks must be easily accessible to each procedure area, so that one body artist does not potentially contaminate another body artist's procedure area.

Describe when hand washing is required in your establishment:

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Which sink should clients use when they would like to wash their hands?

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What is the minimum amount of time it should take you to wash your hands properly?

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What would you do if you found that your facility was without hot water?

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**SECTION IX**  
**CHEMICAL STORAGE AND SAFETY**

List all chemicals used in this facility:

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Are all chemical bottles labeled?  YES  NO

The Safety Data Sheet (SDS) sheets for all chemicals are located at:

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## SECTION X

### INJURY AND ILLNESS PREVENTION

It is the policy of \_\_\_\_\_

Name of Establishment

to maintain a safe and healthy work environment and to comply with all applicable occupational health and safety regulations. This Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the establishment, while addressing legal requirements for a formal, written IIPP.

#### **RESPONSIBILITIES**

##### **Person in Charge**

Name of Person in Charge: \_\_\_\_\_

The person in charge has primary authority and responsibility to ensure implementation of the Injury and Illness Prevention Program and to ensure the health and safety of the body artists, employees and customers. This is accomplished by communicating with emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

##### **All Body Artists and Employees**

It is the responsibility of all body artists and employees to comply with all applicable health and safety regulations, policies, and established work practices. This includes, but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions.
- Reviewing the building emergency plan and assembly area.
- Learning about the potential hazards of assigned tasks and work areas.
- Taking part in appropriate health and safety training.
- Following all safe operating procedures and precautions.
- Using proper personal protective equipment.
- Warning coworkers about defective equipment and other hazards.
- Reporting unsafe conditions immediately to a supervisor and stopping work if an imminent hazard is presented.
- Participating in workplace safety inspections.

#### **IDENTIFYING WORKPLACE HAZARDS**

Regular, annual workplace safety inspections of all workplace areas must be conducted, the first of these inspections must take place when the department first adopts the Injury and Illness Prevention Program. The inspections should be noted on this document, and the facility should maintain copies of this document. These regular inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or whenever the Person In Charge are made aware of a new or previously unrecognized hazard.

Generally, the Person In Charge are responsible for identification and correction of hazards that their employee face and should ensure that work areas they exercise control over are inspected at least annually. The Person In Charge should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

### **COMMUNICATING WORKPLACE HAZARDS**

The Person In Charge are responsible for communicating with all workers about safety and health issues in a form readily understandable by all employees. All body artists and employees are encouraged to communicate safety concerns to the Person In Charge without fear of reprisal.

The Person In Charge is responsible for ensuring that body artists and employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by personnel is available from a number of sources. These sources include, but are not limited to, Safety Data Sheets (SDS), equipment operating manuals, container labels and work area postings.

#### **Safety Data Sheets**

Safety Data Sheets (SDS) provide information on the potential hazards of products or chemicals. Hard copies of SDS for the chemicals used in the establishment are available to all body artists and employees in a convenient location. If an SDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the SDS arrives.

#### **Equipment Operating Manuals**

All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals should be kept with each piece of equipment in the department. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

### **CORRECTING WORKPLACE HAZARDS**

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the Person in Charge in control of the work area, or by cooperation between the Person in Charge and the personnel working in that area. The Person In Charge is expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment "Do Not Use Until Repaired," and providing a list of alternatives for body artists and employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a Person in Charge.

If an imminent hazard exists, work in the area should cease, and the appropriate supervisor or Person in Charge must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

## **INVESTIGATING INJURIES AND ILLNESSES**

### **Injury Reporting**

Body artists and employees who are injured at the Establishment must report the injury immediately to the supervisor or Person In Charge. If immediate medical treatment beyond first aid is needed, call 911. The injured party will be taken to the appropriate hospital or medical center.

### **Injury Investigation**

The supervisor or Person in Charge is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel and witnesses.
- Examining the injured employee's workstation for causative factors.
- Reviewing established procedures to ensure they are adequate and were followed.
- Reviewing training records of affected employees.
- Determining all contributing causes to the accident.
- Taking corrective actions to prevent the accident/exposure from reoccurring.
- Recording all findings and actions taken.

## **HEALTH AND SAFETY TRAINING**

Safety training is provided at no cost to the body artists and employees and is conducted during normal working hours. Safety training may be presented by a knowledgeable supervisor or Person In Charge. Regardless of the instructor, all safety training should be documented.

### **Initial Training**

When the Injury and Illness Prevention Program is first implemented, all personnel will be trained on the structure of the program, including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the appropriate supervisor or Person in Charge.

### **Training on Specific Hazards**

Supervisors or Person in Charge are required to be trained on the hazards to which the body artists and employees under their immediate control may be exposed. This training aids in understanding and enforcing proper protective measures.

The Person in Charge must ensure that body artists and employees receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new hires and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when personnel are given new job assignments on which they have not previously been trained and whenever a new or previously unrecognized hazard was identified.

## **ENSURING COMPLIANCE**

All personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, policy, and establishment safety procedures. Overall performance in maintenance of

a safe and healthy work environment should be recognized by the Person in Charge and noted in performance evaluations. Body Artists and Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the personnel.

Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations and/or departmental safety procedures. Repeated failure to comply or willful and intentional noncompliance may result in disciplinary measures up to and including termination.

### **RECORD KEEPING**

Documents related to the Injury and Illness Prevention Program are maintained in a safe and convenient location for record keeping.

**SECTION XI**  
**INFECTIOUS WASTE MANAGEMENT PLAN, POLICY AND PROCEDURES**

Facility Name: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

**Policy**

All body artists, employees and practitioners that generate or handle infectious waste are responsible for reading, understanding, and implementing the following infectious waste management policies and procedures. List infectious waste coordinator or personnel responsible for implementing the infectious waste procedures:


All personnel dealing with infectious waste must be provided training on the local infectious waste management plan and in-house procedures **at least annually**.

**Definition** *Infectious waste* means: blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials; items caked with blood or other potentially infectious materials that can release these materials upon handling; contaminated sharps; and human pathological/anatomical waste.

Infectious wastes generated include the following types of wastes (refer to infectious waste definitions in the regulations for specific types):

- Sharps (i.e. Needle, scalpel blades, etc.).
- Blood, blood saturated gauze, or bandages.
- Other \_\_\_\_\_

**Procedures**

The following is an explanation of the infectious waste management plan:

- Sharps will be segregated and collected in plastic needle boxes. **Sharps** include all items of glass, needles, blades, etc. Saturated dressings, gauze, will be segregated and collected in a trash container lined with a red plastic bag. Sharps containers will not be filled over  $\frac{3}{4}$  full and the containers' lids will be tightly secured at all times.

- Sharps containers are found in the following locations:


- Red bag containers will be kept at these locations:


- Infectious waste containers are not to be accessible to clients, the public, vectors, or exposed to elements.

- Storage rooms and containers used for infectious waste will be labeled and identified with the words Infectious Waste or the international biohazard symbol. Until pick up or treatment, Infectious waste will be stored in:

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- If the waste container is contaminated by infectious waste, decontamination of the container will be accomplished by application of a Disinfectant then wiping the area clean with paper towels or a sponge. The person cleaning the waste container will wear latex gloves and other appropriate protective gear, (i.e. nose and mouth mask, moisture resistant apron or gown, eye protection) to prevent exposure to infectious waste.
- Filled infectious waste containers **will be stored on site for no more than seven (7) days** before disposal or treatment.

**Treatment of Infectious Waste**

**Onsite Treatment**

**Autoclave** - Onsite treatment of infectious waste, both red bag and sharps, will be accomplished by autoclaving. Autoclave indicator tape will be applied to each infectious waste container before being autoclaved.

- Infectious waste will be treated until the autoclave tape indicates the waste has been autoclaved.
- Offsite spore test will be conducted **monthly** to confirm adequate sterilization.
- All autoclaves will have their interior thermometers calibrated **according to manufacturer's specification**.

**Alternate Method of Onsite Disposal** (must obtain approval from Tri-County Health Department):

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**Offsite Treatment**

A regulated infectious waste disposal company: \_\_\_\_\_ will pick up and transport infectious waste to a facility for treatment and final disposal.

Infectious waste will be picked up  weekly  bi-weekly  monthly  Quarterly  Other.

In the event the designated and approved primary treatment and disposal method is unavailable, emergency backup contingency plan is to utilize \_\_\_\_\_

**Spill Response**

In the event of an infectious waste spill, cleanup personnel will find blood/body fluid spill response kits at the following location(s):

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- Put on the appropriate personal protection equipment. Personal protective gear includes latex gloves, moisture resistant apron, eye protection, and nose and mouth mask.
- Apply absorbent to any spilled liquids and disinfectant to the spillage site. Pick up any solid debris and dispose of in red bag. Strip off any protective gear and dispose of anything that is for single use.
- For spills greater than 1 liter of liquid body fluid or 32 gallons of solid infectious waste, notify the Health Department within 24 hours and record spill response activities in your spill log.

**Record Keeping**

A file containing the above infectious waste management policies and procedures will be maintained and can be reviewed any time. All waste disposal and autoclave records, testing data, infectious waste management correspondence, and spill/training logs must be retained for a **minimum of 3 years onsite**.

Infectious waste management training will be implemented:

- Upon institution and development of the plan.
- When new body artists or employees are hired.
- When procedures are changed.

Continuing education will be provided at least **annually** to refresh and maintain personnel awareness of the potential hazards associated with infectious waste.

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**SECTION XII**  
**Acknowledgement**

I have read and understand the procedures described in this Exposure Control Plan document.

Printed Name: \_\_\_\_\_ Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_

