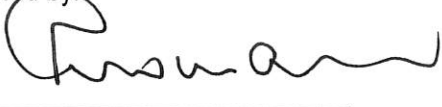



Complete Program Title: <b>Human Blood/Body Fluid Exposure Program</b>	Risk Management Manual (RMM) Number: <b>407</b>
Approved by:  <b>Vice-President, Administration</b>  <b>President and Vice-Chancellor</b>	Date of Most Recent Approval: <b>June 2017</b>
Date of Original Approval: <b>June 2009</b>	Supersedes/Amends Program dated: <b>September 2011</b>
Responsible Executive: <b>Vice-President, Administration</b>	Enquiries: <b>Environmental and Occupational Health Support Services (EOHSS) <a href="mailto:eohts@mcmaster.ca">eohts@mcmaster.ca</a></b>
<b>DISCLAIMER:</b> <i>If there is a discrepancy between this electronic program and the written copy held by the program owner, the written copy prevails.</i>	

## 1 PURPOSE

- 1.1 To provide guidelines for those exposed to human blood, body fluids, tissue or sharps during the course of their work and/or studies.
- 1.2 To identify and follow up with employees, learners, working visitors and volunteers who sustain injuries and/or body fluid exposure.
- 1.3 To provide an integrated approach for employees and students who may sustain injuries and/or body fluid exposure in the course of their work/studies.

## 2 SCOPE

- 2.1 All McMaster University faculty, staff, student learners, working visitors and volunteers.

## 3 Related Documents

- 3.1 Occupational Health & Safety Act (OHSA) R.S.O 1990
- 3.2 Workplace Safety & Insurance Act of Ontario, 1997
- 3.3 Bloodborne Diseases Surveillance Protocol for Ontario Hospitals (Publication #206)
- 3.4 Canadian Immunization Guide, 7<sup>th</sup> Edition

- 3.5 McMaster University Injury/Incident Report Form
- 3.6 McMaster University Work/Education Agreement form for Students on Formal Unpaid Work Placements
- 3.7 First Aid Program, RMM# 1204
- 3.8 Reporting & Investigating Injury/Incident/Occupational Disease Program, RMM# 1000
- 3.9 WSIB/ LTD Management Program, RMM# 902
- 3.10 Biosafety Program, RMM# 600
- 3.11 Hepatitis B Policy, RMM# 601
- 3.12 Human Pathogens and Toxins Act

#### 4 DEFINITIONS

**Body Fluid** – All body fluids with the capability of transmitting disease organisms, eg: blood, seminal fluid, vaginal secretions, cerebral spinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid and tissues.

**Bloodborne Pathogens** –are agents in the blood that have the potential to cause illness in individuals who are exposed to them. Public Health Agency of Canada has advised that the pathogens of greatest concern in the workplace are the Hepatitis B Virus (HBV), the Hepatitis C Virus (HCV) and the Human Immunodeficiency Virus (HIV).

**Exposure** - exposure requires both an injury (i.e. skin injury from a needle or other sharp object, a splash of blood or other body fluid onto a mucous membrane or non-intact skin, or a human bite that breaks the skin) and contact with blood or body fluid capable of transmitting a pathogen (i.e. Hepatitis B virus, Hepatitis C virus and/or Human Immunodeficiency Virus).

**Hepatitis B** – is a serious disease caused by a virus that attacks the liver. The virus, which is called Hepatitis B Virus (HBV), can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death. Immunization is a very effective method of preventing Hepatitis B.

**Hepatitis C** – is an infectious virus that is carried in the blood and affects the liver, which can cause cirrhosis (scarring) of the liver, liver cancer, liver failure, and death. There is no vaccine available to prevent Hepatitis C.

**Human Immunodeficiency Virus** – is the virus that causes **Acquired Immunodeficiency Syndrome (AIDS)**. HIV attacks the immune system, resulting in a chronic, progressive illness and leaving infected people vulnerable to opportunistic infections and cancers. There is no vaccine for HIV, but drugs are available and if administered immediately after exposure can reduce the risk of becoming infected with the virus.

**Learner** – means a person who, although not under a contract of service or apprenticeship, becomes subject to the hazards of an industry for the purpose of undergoing training, evaluation or probationary work.

**Sharps** – Needles, syringes, blades, lancets, clinical glass and any other items that may be contaminated with blood or body fluids and could cause a cut, puncture or abrasion.

**Supervisor** – A person who has charge of a workplace or authority over a worker.

**Working Visitor/Volunteer** – means a worker who performs work or supplies a service but who receives no monetary compensation for doing so other than an allowance for expenses or an honorarium.

**Worker** – means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. A person who receives training from an employer, but who, under the *Employment Standards Act, 2000*, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
5. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation; (“travailleur”)

#### 4.1 **Acronyms:**

**EFRT** – Emergency First Response Team

**EHS** – Employee Health Services

**EOHSS** – Environmental & Occupational Health Support Services

**FHS** – Faculty of Health Sciences Safety Office

**HBV** – Hepatitis B Virus

**HCV** – Hepatitis C Virus

**HIV** – Human Immunodeficiency Virus

**JHSC** – Joint Health & Safety Committee

**OHSA** – Occupational Health and Safety Act

**PBAC** – Presidential Biosafety Advisory Committee

**WSIA** – Workplace Safety & Insurance Act  
**WSIB** – Workplace Safety & Insurance Board

## **5 RESPONSIBILITIES**

### **5.1 Role of Senior Management: (Deans/Directors/Chairs/Managers): Senior Managers or Their Designates shall:**

- 5.1.1 Provide the resources and direction necessary to maintain the program.
- 5.1.2 Review and sign Injury/Incident Reports, as required.
- 5.1.3 Ensure that recommendations for corrective action have been implemented.
- 5.1.4 Ensure direct reports are aware and understand responsibilities under this program.

### **5.2 Role of Supervisor The Supervisor shall:**

- 5.2.1 Ensure that first aid is provided in case of injury/exposure.
- 5.2.2 Ensure that transportation for the injured person (worker or student), is provided to a health care practitioner.
- 5.2.3 Conduct the injury/incident investigation as soon as possible upon learning of the injury/incident.
- 5.2.4 Report all injuries/incidents within 24 hours of learning of the injury/incident by completing McMaster University Injury/Incident Report Form and send to FHS or EOHSS and EHS.
- 5.2.5 Ensure employees are following up on the *Human Blood/Body Fluid Post Exposure* procedure.
- 5.2.6 Provide training to employees.

### **5.3 Role of Worker or Student The Worker/Student shall:**

- 5.3.1 Immediately report incidents /injuries to the supervisor.
- 5.3.2 Obtain immediate treatment at a hospital emergency department or occupational health, urgent care centre or family physician's office.
- 5.3.3 Report all injuries/incidents by completing McMaster University Injury/Incident Report Form within 24 hours of occurrence, when possible.

5.3.4 Follow the *Human Blood/Body Fluid Post Exposure* procedure.

5.3.5 If health care is sought, complete WSIB paperwork as required.

**5.4 Role of Security and Parking Services (Central Campus Only – 1280 Main Street West)**

**Security and Parking Services shall:**

5.4.1 Monitor the “88” emergency telephone line on a continuous basis.

5.4.2 Dispatch Security Officers to the scene of the medical emergency and assist in providing emergency first aid.

5.4.3 Dispatch the Student Emergency First Response Team when available to the scene of the medical emergency.

5.4.4 Provide copies of all medical emergency response reports to EOHSS.

5.4.5 Ensure all Security Officers are trained in First Aid/CPR.

**5.5 Role of Employee Health Services**

**EHS shall:**

5.5.1 Report injuries to the Workplace Safety & Insurance Board (WSIB) using the appropriate documentation for the purposes of WSIB claim registration and entitlement.

5.5.2 Maintain post exposure records for employees who are exposed to bloodborne pathogens.

**5.6 Role of EOHSS and FHS**

**EOHSS & FHS Shall:**

5.6.1 Assist supervisors (as required) in completing Incident/Injury investigations and determining root causes and appropriate corrective actions.

5.6.2 Ensure employees and supervisors follow the *Human Blood/Body Fluid post exposure* procedure (see section 6).

5.6.3 Notify the appropriate JHSC and Employee/Union Representative (if applicable) by providing copies of Injury/ Incident reports.

5.6.4 Provide education and training.

## 6 Human Blood/Body Fluid Post Exposure Procedure

### 6.1 Following exposure to bloodborne pathogens the worker/student should:

- Remove contaminated clothing and gloves;
- Allow area to bleed freely, do not cover or apply pressure;
- Wash the affected area with soap and water and/or antiseptic product;
- If the eyes, nose or mouth are affected, use eyewash or shower station and flush with large amounts of water or normal saline for 15 minutes;
- The wound should be covered with a band-aid or dressing after first aid has been given;
- Report to supervisor or designate immediately of exposure for transport to medical care and for completion of injury/incident report;
- Seek medical advice for follow-up care and post-exposure treatment **immediately**; and
- Supervisor to contact EOHSS/FHS Safety Office as soon as possible.

6.2 Supervisor and employee shall complete and submit an injury/incident report form within 24 hours of the occurrence.

6.3 EHS shall report occurrences involving employees which result in healthcare treatment and/or lost time from work to the WSIB.

6.4 EOHSS/FHS Safety Office, EHS and Student Wellness Centre will liaise with one another, as appropriate, and communicate between departments if any incidents/follow-up are required.

## 7 Records

7.1 EHS and the FHS Safety Office will keep copies of the Injury/Incident reports indefinitely and EHS will maintain all records relating to the WSIB claim.

7.2 Confidential medical information as well as post exposure follow up records will be maintained by the Occupational Health Nurse in EHS.

7.3 This information is collected and is being protected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990).