

**San Diego Parks and Recreation Department Safety Tailgate
 BLOOD AND BODILY FLUIDS/SOLIDS MANAGEMENT AND DISPOSAL SAFETY PROCEDURES**

USE THE FOLLOWING MATERIALS:

- *Blood and Bodily Fluids/Solids Management and Disposal Safety Procedures* Handout (required)
- *Sharps Disposal Locations* (required)
- *Directions for the Sharps Shuttle* Handout (helpful but not required)
- Sharps Shuttle (recommended: one per employee or one per jobsite)
- *Blood/Bodily Fluid Contact Report* (required)
- *Decontamination of Tools and Personal Protective Equipment (PPE)* Handout (required)
- *Best Management Practice (Storm Water BMP)-Removal of Blood and Bodily Fluids* (required)

REQUIREMENTS: Conduct this training immediately for all current employees who may be exposed to bodily fluids/solids in the workplace. All new or transferred employees must receive this training prior to performing bodily fluids/solids management and disposal. This training is required one time for ALL employees and annually for employees who perform blood and bodily fluids/solids management and disposal as part of their job duties (includes staff in maintenance, recreation, and first responders). Training is also required for long-term volunteers.

CONTENT

1. Define exposure incident, medical waste, one-handed method and universal precautions in the workplace.
2. Review *Blood and Bodily Fluids/Solids Management and Disposal Safety Procedures* (distribute required handout).
3. List and describe the Personal Protective Equipment (gear and supplies) required for blood and bodily fluids/solids management and disposal.
4. Discuss the needles/sharps disposal procedures and disposal locations. Demonstrate the one-handed method. Allow time for employees to practice (use pictorial handout if desired).
5. Review the *Decontamination of Tools and Personal Protective Equipment (PPE)* Handout and demonstrate the proper procedure for removal of rubber and latex gloves.
6. Review the first aid procedures if exposed to blood/bodily fluids/solids.
7. Explain when and how to complete the *Blood/Bodily Fluid Contact Report* (distribute required handout).

TEST: Require each employee to: a) describe universal precautions, personal hygiene, first aid procedures for blood/bodily fluids/solids exposure, procedures for removal of blood and bodily fluids/solids, and Personal Protective Equipment (PPE); and b) demonstrate the one-handed method using the Sharps Shuttle.

COMPLETION REQUIREMENTS CHECKLIST

- _____ Review all CONTENT listed above with your employees.
- _____ Distribute required handouts, shuttle and any additional required gear or supplies needed by your employees.
- _____ Complete entire sign-in form verifying CONTENT review, distribution of the *Blood and Bodily Fluids/Solids Management and Disposal* Handout, distribution of the *Blood/Bodily Fluid Contact Report*, discuss and demonstrate the proper procedure for removal of gloves, and successful completion of the verbal review and one-handed method demonstration by each employee listed.
- _____ **Keep/file the original sign-in form and scan one copy to the Department Training Office within two weeks of training.**

DEFINITIONS

EXPOSURE INCIDENT

When blood or bodily fluid or solid (semen, vaginal secretions, feces or bodily fluid that contains blood) enters your eye, nose, or mouth, or contacts an area where your skin has been broken (cuts or abrasions), thoroughly clean the part of your body that has been exposed. Next, secure the work site, contact your supervisor, obtain medical treatment, and complete the Blood/Bodily Fluid Contact Report.

MEDICAL SOLID WASTE

Waste generated from a medical first aid incident or bodily fluid found at a facility that is absorbed into a solid item. Common medical solid wastes are surgical gloves and bandages or dressings containing non-liquid or dried blood, or other bodily fluids absorbed into dirt, paper, rags, or other absorbing material. Medical solid waste must be placed in a plastic bag and secured from the public. Medical solid waste is placed in the regular trash on the day of pick up.

ONE-HANDED METHOD

To reduce potential exposure, wear rubber gloves and use the one-handed method when handling needles or other sharps that may be contaminated. Do not attempt to recap needles. For a visual demonstration of the one-handed method, contact your supervisor.

UNIVERSAL PRECAUTIONS

Universal precautions are standards for infection control whereby blood and/or bodily fluids/solids are treated/handled as if they contain infectious contaminants. Universal precautions **require** that employees: (a) wear Personal Protective Equipment; (b) follow personal hygiene procedures; (c) disinfect the work area, their PPE, and tools if there is blood and/or bodily fluids/solids present with an appropriate disinfectant (per the list of restroom chemicals); (d) use the one-handed method for handling needles/sharps; and (e) notify the supervisor, obtain medical treatment, and complete the Blood/Bodily Fluid Contact Report if an exposure incident occurs.

PERSONAL HYGIENE

- Do not eat, drink, smoke, apply lip balm, cosmetics, and contact lenses or perform similar activities while cleaning restrooms or facilities.
- Before eating, drinking, smoking, applying lip balm, cosmetics, contact lenses, or similar activities, wash your hands thoroughly with soap and water (see Hand Hygiene handout for additional information).
- Once you have cleaned, disinfected, and put away your gear and supplies, remove your Personal Protective Equipment and immediately wash your hands with soap and water.
- Clean skin thoroughly with soap and water to remove any blood or bodily fluids immediately after contact.
- Avoid cross-contamination. If cleaning blood and/or bodily fluids/solids and you stop work for any reason (e.g., change location, go on a break, change job duties), wash your gloves before you remove them (disinfect if needed), then wash your hands thoroughly with soap and water.

Blood and Bodily Fluids/Solids Management and Disposal Safety Procedures

Personal Protective Equipment - Safety Gear/Supplies

<ul style="list-style-type: none"> ● Required safety gear 	Safety shoes Rubber boots 2 pairs of disposable gloves Face shield Mask Safety glasses Disposable (Tyvek) uniform
<ul style="list-style-type: none"> ● Required equipment issued 	Pick-up sticks, shovels and impervious plastic bags. Need to clean up all bodily fluid/solids from as remote a distance as possible that is both practical and safe.
<ul style="list-style-type: none"> ● Required non-aerosol disinfectant 	Must use non-aerosol disinfectant to clean restroom areas contacted by blood and/or bodily fluids/solids. Only use disinfectant options provided on list of restroom chemicals, and follow directions for proper use.

ALWAYS place a barrier (PPE and/or equipment) between yourself and potentially infectious materials. Follow all personal hygiene procedures throughout the work day, both at the job site, and during breaks and meals. Removal of PPE: Remove first set of gloves, Tyvek suit and mask, in that order. Discard the gloves and Tyvek suit before exiting contaminated clean-up area. While wearing second pair of gloves, dispose of soiled bag in secure trash receptacle away from the public.

Blood and Bodily Fluids/Solids - Management and Disposal

<ul style="list-style-type: none"> ● Blood ● Feces ● Nasal Secretions ● Saliva ● Semen ● Urine ● Vaginal secretions ● Vomit 	Requires <u>universal precautions</u> - personal protective equipment and disinfectants. If <u>exposure to blood occurs</u> , immediately notify supervisor, seek immediate medical attention, and complete Blood/Bodily Fluid Contact Report. If exposure to non-blood containing bodily fluids/solids (e.g. fecal matter) occurs, immediately notify supervisor and fill out Minor Injury Report. If absorbed into paper or other solid item, handle as Medical Solid Waste . When in doubt, assume there is blood or other bodily fluids/solids and use all universal precautions.
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If blood and/or bodily fluids/solids are found on floors, walls, ceilings: clean up visible debris using disposable absorbent material or scrape up or shovel into toilet and flush while minimizing aerosols. Disinfect original location and disinfect tools used in the cleaning process. Use only the disinfectants available on the list of chemicals for restroom maintenance.

Handling Medical Solid Waste: shovel into plastic bag and place in trash container that is secure from the public. Handle contaminated material as little as possible and with minimal agitation to reduce aerosols. Place bag/trash out for disposal on day of trash pickup. No Red Bag Required.

Potentially Infectious Soiled Materials - Management and Disposal

<ul style="list-style-type: none"> ● Bandages/gauze ● Clothing/diapers ● Paper towels ● Partially eaten food, gum, etc ● Sanitary napkins or pads ● Tampons ● Toilet paper ● Trash, Litter 	Assume all soiled materials are potentially infectious. ALWAYS wear PPE, use the required equipment and disinfect if PPE and /or the equipment is contaminated. Place item in plastic lined trash receptacle. NEVER use your hands to push down on the garbage even if you are wearing PPE. If blood is observed and absorbed into solid item, handle as a Medical Solid Waste . Note: Used feminine hygiene products are exempt from Medical Solid Waste disposal regulations and may be disposed of as regular trash.
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Handling Medical Solid Waste: shovel into plastic bag and place in trash container that is secure from the public. Place bag/trash out for disposal on day of trash pickup. No Red Bag Required.

Potentially Infectious Soiled Materials - Management and Disposal

<ul style="list-style-type: none"> •Needles/Syringes •Sharps •Sharp objects (waste that has sharp rigid corners or edges that are capable of cutting or piercing AND is contaminated with blood or bodily fluids (i.e.: glass shards, nails) 	<p><i>Management</i> Place in Risk Management-approved container (Sharps Shuttle) wearing rubber gloves and using the <u>one-handed method</u>. If <u>exposure incident occurs</u>: notify supervisor, seek medical treatment, and complete Blood/Bodily Fluid Contact Report.</p> <p><i>Disposal</i> If a needle/<u>sharp</u> is found at a Permitted City Location (see list below), place the needle/sharp in the Isolyzer system or <u>Sharps</u> container for proper disposal. If the needle/<u>sharp</u> is found at another location, transport the item on the same day in the Sharps Shuttle to a Permitted City Location for proper disposal.</p> <p><i>Isolyzer Disposal Container</i> When starting an Isolyzer container, label the container with the facility name, address, and phone number. Isolyzer containers must be activated when reaching the "full line" or within 6 months of opening the container, which ever comes first. After the Isolyzer container has been activated using the provided chemical capsule, handle the container as Medical Solid Waste and place the activated container in the trash on the day of pick up.</p> <p><i>Other Sharp Disposal Containers</i> All other HazMat Program pre-approved sharp disposal containers, other than the Isolyzer systems, must be disposed of by a licensed biohazardous waste hauler within 7 days of reaching the full mark.</p> <p><i>Used Sharps Shuttle</i> Handle the EMPTY used shuttle as Medical Solid Waste by placing it in a secure location in a plastic bag, and disposing of it in the regular trash on the pick up day. Sharps can never be disposed of in the regular trash (including sharps contained within a Sharps Shuttle).</p>
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**SHARP OBJECT DISPOSAL
PERMITTED CITY LOCATIONS***

QUESTION: Where do I take a needle/syringe (sharp object) for proper disposal?

ANSWER: Place all sharps in a Sharp Shuttle when found and transport on the SAME DAY to a Permitted City Location listed below:

San Diego Area	Permitted Location	Phone Number	Address
Central	Balboa Park Administration Office	619-235-1108	2125 Park Blvd
	Bud Kearns Pool	619-692-4920	2229 Morley Field Drive
Western	Rose Canyon Operations – Park and Recreation Section	858-581-9979	3775 Morena Blvd
Southern	Fire Station 29 (If no other Permitted Park Location is nearby)		179 W San Ysidro Blvd
Eastern	Kearny Mesa Pool	858-573-1389	3170 Armstrong Street
Northern	Fire Station 41	858-552-1775	4914 Carroll Canyon Road
Northeastern	Ned Baumer Pool	858-538-8083	10440 Black Mountain Road

*Changes in permitted sites may occur. Always call to confirm disposal location before transporting the sharp(s). If you have questions, contact the **Hazardous Materials Management Program** at 858-573-1204.

FIRST AID PROCEDURES

QUESTION: What if I am stuck with needle/sharp or splashed with blood or bodily fluids/solids?

ANSWER:

1. If you get stuck by a needle or bloody sharp object, or if blood or other potentially infectious bodily fluids/solids get in your eyes, nose, or mouth, immediately flush with water. If you have a cut or abrasion that may have been contaminated, wash thoroughly with soap and water. For unbroken skin, wash the affected area with soap and water. If the substance is blood, semen, vaginal secretions, feces or other bodily fluids/solids visibly (or potentially) contaminated with blood, seek medical attention promptly.
2. If you have not had Hepatitis vaccinations, the immunization process will be started immediately. If you have had vaccinations, you will be tested to ensure that antibody levels are adequate. Further medical evaluations will be conducted by the healthcare provider to determine the most effective treatment.

IF IN DOUBT – CONTACT YOUR SUPERVISOR!

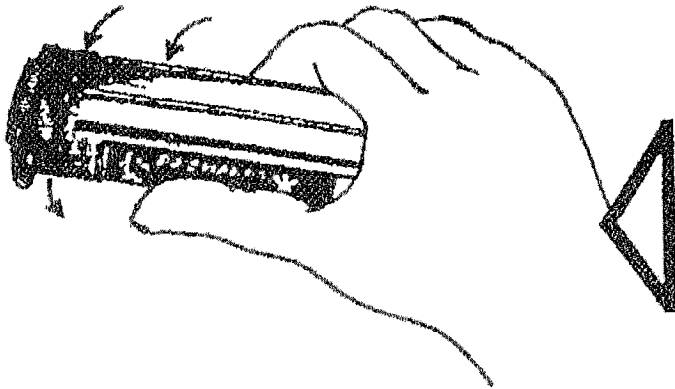
Attachments:

1. *Directions for the Sharps Shuttle Handout*
2. *Blood/Bodily Fluid Contact Report*
3. *Decontamination of Tools and Personal Protective Equipment (PPE) Handout*

Directions for the Sharps Shuttle

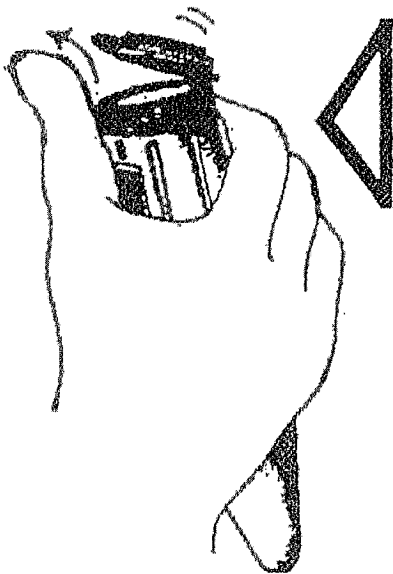
“Nine Simple Steps to Safely Dispose of Sharps Hazards”

IMPORTANT: always wear rubber gloves when disposing of Sharps Hazards.



Step 1: With one hand reach out and grasp the Sharps Shuttle by the body.

Step 2: Rotate container until you locate the indented label area of the Sharps Shuttle with your thumb.

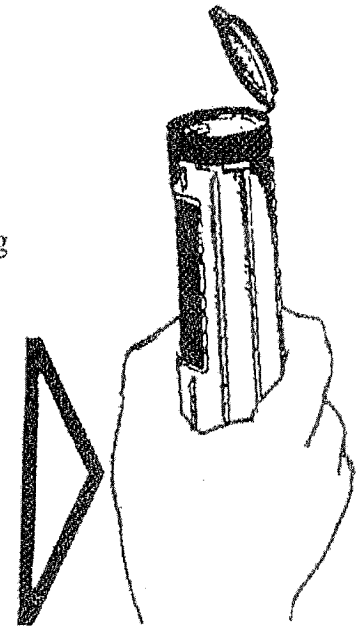


Step 3: Run thumb vertically up the shaft of the Sharps Shuttle to the tab on the cap and press upwards. An audible “pop” will be heard signaling that the container is now open and ready for use.

Step 4: Move hand down the shaft grasping the container below the label area.

Step 5: Lay the Sharps Shuttle on the ground and with one hand holding the sharp, slide it into the Sharps Shuttle. Check to be sure the sharp is not projecting above the opening.

Note: Pickup all sharps at the end opposite of point.

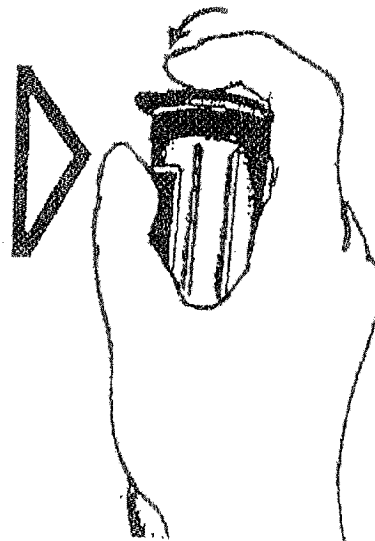


Step 6: Pick up the Sharps Shuttle and use thumb or forefinger to securely close red cap. A “snap” will be heard when red cap is securely closed.

Step 7: Secure the Sharps Shuttle in a safe area for transport to central collection point.

Step 8: Open the Sharp Shuttle lid. With one hand pour the needle into the Isolysr system.

Step 9: Properly dispose of the Sharps Shuttle in accordance with guidelines on disposal of infections waste.



City of San Diego

BLOOD/BODILY FLUID CONTACT REPORT

The City of San Diego needs some valuable information from its employees regarding occupational contact with **blood, semen, vaginal secretions; other bodily fluids that visibly contain blood; hypodermic needles or other sharp objects contaminated with the previously mentioned fluids** in the workplace. As we receive this information we will be better able to determine the best course of action to ensure a safe working environment.

Please provide the following information, by the end of your workshift, **whenever you contact blood, semen, vaginal secretions; other bodily fluids that visibly contain blood; hypodermic needles or other sharp objects contaminated with the fluids listed above** in the workplace. Submit the form to your supervisor for review. Supervisors should forward completed form to Risk Management, Safety & Environmental Health Division, MS #51B.

NAME _____ DATE _____

CLASSIFICATION _____ PHONE _____

DEPT. _____ DIV. _____ SHIFT _____

LOCATION OF INCIDENT: _____
(Please be as specific as possible)

OPERATION YOU WERE PERFORMING: _____

SUBSTANCE and/or OBJECT: _____

QUANTITY: Small _____ Moderate _____ Large _____
 (1 to 3 sharps/a few drops) (4 to 9 sharps/up to 1 cup) (10 or more sharps/over 1 cup)

IN YOUR OPINION, HOW OFTEN DO THESE CONTACTS OCCUR?

Daily _____ Weekly _____ Frequently _____ Infrequently _____ Rarely _____

Did this substance contact your eyes, mouth or other mucus membrane, open cut or non-contact skin; or was your skin penetrated by a contaminated sharp object? YES _____ NO _____
If yes, inform your supervisor and seek medical attention immediately.

SUPERVISOR'S NAME (PRINT) _____ PHONE _____

SUPERVISOR'S SIGNATURE _____

Comments _____

SAFETY REPRESENTATIVE'S SIGNATURE _____ DATE _____

Comments _____

Decontamination of Tools and Personal Protective Equipment (PPE)

The following procedures for decontamination of tools and personal protective equipment are to be followed after cleaning up any blood or bodily fluids/solids. The steps are as follows:

A. Decontamination of Tools and Equipment

Shovels, pick-up sticks, mops, scrapers, etc., must be washed using a disinfectant approved for restroom maintenance until all visible traces of contamination are gone.

Note: Decontaminate equipment using a bucket or mop sink. If using a bucket, pour liquid into toilet and flush. Protect storm drains if decontamination is done outdoors. Refer to City of San Diego Park and Recreation Department Storm Water Best Management Practices (BMPs): Removal of Blood and Bodily Fluid.

B. Decontamination of Personal Protective Equipment (PPE)

Rubber gloves, face shields, safety glasses, and rubber boots must be washed using an approved disinfectant in a vigorous manner for 45 seconds. Apply enough disinfectant, following label directions, for the disinfectant to stay wet for the time necessary to kill viruses and bacteria (e.g. Husky 814 should remain wet for 10 minutes; Purell Healthcare Surface Disinfectant should remain wet for 1 minute.)

Note: Latex gloves and disposable (Tyvek) uniforms cannot be washed or disinfected. Use one time and dispose of in a plastic-lined trash receptacle.

C. Removal of Gloves

- **Rubber Gloves:** After gloves have been washed and all visible contamination is removed, with the thumb and forefinger of your dominant hand alternate pulling glove fingers on each hand in a downward motion until one thumb is clear. Insert clear thumb inside the top of the other glove and pull down until both gloves are off. Your thumb and forefinger should still be holding the inside top portion of both gloves.
- **Latex Gloves:** Take the forefinger of your dominant hand and lift the palm section of the glove away from the hand and pull downward until glove is removed. While still holding the removed glove with a gloved hand between the thumb and forefinger, insert the forefinger of your ungloved hand inside the wrist section of the remaining glove and pull downward until glove is removed. Both gloves should be turned inside out with all contamination inside.

If you have any questions, contact your supervisor!