

# First Aid and Blood Borne Pathogens

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## 8.1 PURPOSE

To ensure the availability of first aid review and treatment, CPR, and medical treatment procedures for T.A. Woods Company employees.

To eliminate or minimize employee exposure to blood-borne pathogens and to provide affected employees the opportunity to receive the Hepatitis B vaccine. In areas where may encounter blood-borne pathogens, an exposure control plan will be developed and procedures adopted.

## 8.2 METHOD OF COMPLIANCE

T.A. Woods Company's business office(s), shop areas, and project sites will have a minimum of one employee, normally a manager or supervisor, trained in First Aid, CPR, and blood-borne.

In the event an employee suffers a minor injury, First Aid Kits available for self-treatment of his/her own injuries. If the injury is past applicable first aid, a certified TAW employee will inspect the injury and determine if medical treatment is needed. Refer to Section 6 – Accident Reporting, Documentation and Record Keeping for procedures.

No employee is required to treat another's wounds. T.A. Woods Company will follow the protocol of Good Samaritan (NC) ruling.

## 8.3 FIRST AID SUPPLIES

**8.3.1** First Aid Kits will be placed in all company vehicles, work areas, connex storage facilities, and/or office locations based on the number of employees.

**8.3.2** The First Aid Kits must be in waterproof containers and the responsible employee must inspect it on a regular basis. Replacement supplies, replacement kits and/or

additional kits will be ordered using the weekly **TAW First Aid/PPE/ Administrative Order** form.

#### **8.4 TRANSPORTATION METHODS**

Each job site must have either a vehicle capable of transporting an injured person to medical facilities and/or a communication system capable of summoning emergency assistance.

1) Non-Emergency:

**INJURED EMPLOYEE IS NOT PERMITTED TO DRIVE TO THE MEDICAL FACILITY.**

2) Emergency:

The proper handling of seriously injured or ill employees by calling 911 or host employer's, owners, or general contractor's designated emergency call number and prompt dispatch to the hospital, will to a great extent, minimize confusion and offset the negative reaction which often occurs after a serious incident has taken place.

#### **8.5 COMMUNICATIONS**

If a job site is located in an area that does not utilize the 911 emergency systems, telephone number host employer's, owner's, or general contractor's emergency contact number must be conspicuously posted. If T.A. Woods Company is the controlling contractor, contact information of an approved medical facility, hospital, or other medical care must be posted.

#### **8.6 INJURY MANAGEMENT**

Refer to Section 6 – Accident Reporting, Documentation, and Record Keeping for procedures.

#### **8.7 REPORTING OF NON-REFERRED MEDICAL TREATMENT**

Any employee who has obtained outside medical treatment for an alleged on-the-job injury or illness must report his or her injury within the specified time frame as directed by the state of work. Direct communication should be made with a Safety/HR representative.

#### **8.8 BLOOD BORNE PATHOGENS**

**8.8.1** In the course of operations throughout T.A. Woods Company, certain employees may encounter potential exposure to blood borne diseases. It is important for all who may encounter body fluids as part of work tasks, understand the importance

and to utilize appropriate personal protective equipment and barrier protection. Training will be provided. Universal precautions are mandated.

- 8.8.2** Hepatitis B Vaccination(s) will be offered to employees who in the course of performing job duties may come in contact with contaminated body fluids. This may include employees of the Service Division and others as applicable to the work environment.
- 8.8.3** Identification of areas where possible exposure might take place will be evaluated based on job classification, work tasks, and work locations.
- 8.8.4** There are several methods addressed in order to eliminate or minimize exposure. These are:
- Use of universal precautions
  - Establishing engineering controls
  - Implementation of work practice controls
  - Use of personal protective equipment
  - Appropriate housekeeping procedures

Office, facilities, and project sites will be provided a Blood Borne Pathogens Kit.

Barriers will be provided to employees certified in CPR, noting that T.A. Woods Company advocates chest compression only strategy.

## **8.9 EXPOSURE CONTROL PROCEDURES**

- 8.9.1** Because of potential contact with infectious body fluids or blood, all fluids will be considered potentially infectious. The exposure determination will be made without regard to the use of PPE.
- 8.9.2** It is recommended that disposable latex rubber or nitrile gloves and CPR pocket masks be provided and used instead of direct contact, such as mouth-to-mouth procedure. If gloves, pocket masks, compresses, or any other items become contaminated with body fluids or blood, they must be disposed of safely. Place contaminated materials in a closed leak-proof container. Content listed above is included in the Blood Borne Pathogens Kit.
- 8.9.3** Appropriate handwashing facilities and procedures should be maintained. The use of antiseptic cleansers along with disposable cloths, paper towels, or antiseptic towelettes is acceptable, when water is not available.
- 8.9.4** All equipment or environmental surfaces shall be cleaned and decontaminated with bleach solution after contact with blood or other possibly infectious materials.

- 8.9.5** Supplies and emergency equipment and material should be examined once a month, and damaged or defective materials will be repaired or replaced to maintain its effectiveness.
- 8.9.6** Controls and procedures should be examined by Safety/HR and maintained, updated or replaced as necessary to ensure their effectiveness.
- 8.9.7** Employees who might be exposed to Hepatitis B will be offered the HepB series of vaccinations. Employees may accept or decline which will be in writing (Exhibit 8A).
- 8.9.8** Following a report of possible exposure to pathogens, employees will receive immediate medical consultation and treatment if applicable. An investigation of the incident will be conducted. A copy of the healthcare professional's written opinion will be provided after the completion of the evaluation and provided to the affected employee.
- 8.9.9** T.A. Woods Company will establish and maintain medical records for employees with occupational exposure. These will include:
- Bibliographical employee information
  - Copy of employee's Hepatitis B vaccination status
  - Copy of examinations, medical testing, and follow-up procedures
  - Copy of healthcare professional's written opinion
  - Copy of information provided to healthcare professional

Medical records are kept confidential and will not be disclosed without the employee's consent other than for reasons mandated by governing laws.

## **8.10 TRAINING**

- 8.10.1** Employees trained in first aid, CPR and blood borne pathogen will update training as required.
- 8.10.2** Training records will include date and contents of training, names and job titles of those persons attending.