

**Pat Cichlar, RN**  
**Executive Director, OLC**

**Ro Simon**  
**Surgical Skills Lab**  
**Coordinator, AAOS**



**PANEL A:**

**POLICY AND PROCEDURE  
CONSIDERATIONS:**

**PROTECTION FOR ALL**



# OCCUPATIONAL EXPOSURE CONTROL PLAN

(as required under OSHA's Blood Borne  
Pathogen Standard)

- **METHODS OF COMPLIANCE BY  
EMPLOYEES USING UNIVERSAL  
PRECAUTIONS**
- **ENGINEERING CONTROLS &  
WORKPLACE PRACTICES TO MINIMIZE  
EXPOSURE**



## **ENGINEERING CONTROLS & WORKPLACE PRACTICES**

- **EMERGENCY EYEWASH STATIONS**
- **EMERGENCY BODY WASH STATIONS**
- **OBSERVANCE OF POSTED UNIVERSAL PRECAUTIONS**
- **USE OF APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE TASK ASSIGNED AND COMPLIANCE**
- **BIO-MEDICAL HAZARDOUS WASTE PROGRAM AND COMPLIANCE**



# WORKPLACE PRACTICES CONT.

- COMPLIANCE WITH THE FOLLOWING:
  - HIV & HBV PROGRAM
  - SPECIFIED DISINFECTION AND PREPARATION PROCEDURES
  - FACILITIES HAZARDOUS CHEMICAL PROGRAM
  - FACILITIES BLOOD-BORNE PATHOGEN STANDARD TRAINING PROGRAMS



## COMPLIANCE CONT.

- FACILITIES POSTINGS AND REMINDER SIGNS
- FACILITIES HOUSEKEEPING PRACTICES



# LAB SAFETY PLAN

- DEVELOP PURPOSE & OBJECTIVES
- AUTHORITY & RESPONSIBILITY FOR ENSURING PLAN IS IMPLEMENTED
- EDUCATION & TRAINING
- LABORATORY SAFETY INSPECTIONS
- GENERAL SAFETY GUIDELINES
- COMPRESSED GASES
- ELECTRICAL SAFETY



## LAB SAFETY CONT.

- EYEWASH STATIONS AND SHOWERS SAFETY
- BIOSAFETY LEVELS 1, 2, 3 & 4 (covers furniture, cleaning of lab, sinks, cleaning agents, traffic flow, access doors, exhaust/ventilation system)
- BIOHAZARD WASTE PLAN (BY STATE)
  - GARBAGE BAGS VS. RED BAGS
- HAZARD COMMUNICATION



## LAB SAFETY CONT.

- **SHARP SAFETY & PRECAUTIONS**
  - NEEDLES
  - KNIFE BLADES
  - K-WIRES
  - SAW BLADES
  - SHARPS CONTAINERS
- **NEEDLE STICK SAFETY AND INJURY PREVENTION POLICIES**
- **SHARPS INJURY LOG**



## LAB SAFETY CONT.

- **INJURIES**
  - INCIDENT REPORTS
  - OSHA 300 A FORMS (WORK RELATED INJURIES AND ILLNESSES)
- **FIRST AID PROCEDURES**
- **MSDS & CHEMICAL INFORMATION SHEETS**



# PROPER PROTECTIVE WEAR POLICY

- PPE SHOULD BE MADE AVAILABLE TO ALL EMPLOYEES AND PROVIDED AT NO COST
- GOWNS, LAB COATS, APRONS
- GLOVES
- MASKS, EYE PROTECTION AND FACE SHIELDS
- SHOE & LOWER EXTREMITY PROTECTION
- SURGICAL CAPS OR HOODS
- HYGIENE PRACTICES – HAND WASHING, NO EATING, DRINKING OR SMOKING



# DECONTAMINATION

- ALL SURFACES, TOOLS, EQUIPMENT AND OTHER OBJECTS THAT COME IN CONTACT WITH BLOOD OR POTENTIALLY INFECTIOUS MATERIALS MUST BE DECONTAMINATED AS SOON AS POSSIBLE.
- “CLEAN VS. DIRTY”



# LAB OPERATIONS

- OPERATION & MAINT. MANUALS
- EYEWASH INSPECTION
- FIRE EXTINGUISHER INSPECTION -  
Done by local Fire Marshall yearly
- TYPES OF FIRE EXTINGUISHERS – Type  
AB & Carbon Dioxide
- SIGNED WAIVER FORMS FOR THE USE  
OF CADAVERIC SPECIMENS
- WORKPLACE VISITOR RELEASE FORM



# EMPLOYEE POLICIES

- PERSONNEL POLICY MANUAL
  - LEGAL & REGULATORY STANDARDS
    - Standards of Conduct
    - Code of Ethics
    - Employment Practices
    - Harassment
    - Non-Discrimination



# HIRING, DISCIPLINARY AND TERMINATION PROCEDURES

- DISCIPLINARY ACTION
- EMPLOYMENT CLASSIFICATIONS
- EMPLOYMENT ELIGIBILITY  
DOCUMENTS
- GRIEVANCES
- INITIAL ASSESSMENT PERIOD
- JOB POSTING
- TERMINATION (VOLUNTARY &  
INVOLUNTARY)



# JOB EVALUATION AND SALARY ADMINISTRATION

- POSITION DESCRIPTIONS AND SALARY GRADES
- COMPENSATION LEVEL
- PERFORMANCE MANAGEMENT
- SALARY REVIEWS
- PAYDAYS
- HOW PAY IS COMPUTED
- HOLIDAY PAY
- OVERTIME
- TIME SHEETS



# BENEFITS

- INSURANCE
- HOLIDAYS
- LEAVES OF ABSENCE
- DISABILITY
- SICK PAY
- VACATION PAY
- WORKERS COMPENSATION
- PROFESSIONAL MEMBERSHIPS



# GENERAL POLICIES

- ATTENDANCE
- COMPENSATORY TIME
- CONFLICTS OF INTEREST
- DRESS CODE
- ELECTRONIC COMMUNICATION
- MEAL PERIODS
- PERSONNEL FILES
- SAFETY AND SECURITY
- TRAVEL POLICY AND MANY MORE



# MISC. EMPLOYEE POLICIES

- JOB DESCRIPTIONS
- HIPPA POLICY
- OSHA TRAINING MODULES
- HBV VACCINATIONS
- HBV DECLINATION FORMS



# EMPLOYEE / VISITOR POLICY

- EMERGENCY PROCEDURES  
HANDBOOK FOR YOUR BUILDING
- CONFIDENTIALITY AGREEMENTS
- INSTRUMENT CLEANING POLICY
- LAB CLEANING POLICY
- UTILIZATION POLICY



## DISCUSSED LATER:

- DEPARTMENT OF NUCLEAR SAFETY OR DEPARTMENT OF RADIOLOGY INFORMATION (State Defined)
- RADIATION SAFETY PLAN
- TISSUE HANDLING POLICY
- INSTRUMENT CLEANING