

Heading: CHILD HEALTH AND SAFETY	P.S.# 1304.22 (e)(4)	Revised: 8/10/2004
Policy Name: Bloodborne Pathogens	Policy # CHS 4	Page 1 of 1

Purpose: SUU Head Start must ensure that staff and volunteers can demonstrate safety practices.

SUU Head Start will not be liable for ill effects to an individual resulting from negligence in following the outlined policies and procedures.

1. Each occupationally at risk employee Teachers, Family Advocates, Substitute Teachers, Bus Drivers, Bus Monitors and Classroom volunteers will be given training in bloodborne pathogens. This information and training will be made available and provided at no cost to the employee by the employer at the time of hiring and at least once every year. Training and information will be appropriate in context and vocabulary and clear in subject matter
2. Additional training will be provided when job descriptions and/or new tasks involving risk for occupation exposure to bloodborne pathogens.
3. All direct unprotected contact with bodily fluids must be reported immediately to the Health Manager or a member of the Management Team. SUU Head Start will make the Hepatitis B vaccination series available to all employees who have occupational exposure. The vaccine and treatment will be made available no later than 24 hours after the incident involving exposure. Vaccinations and medical treatment will be provided at no cost to the employee.
4. Every exposure to bodily fluids must be reported on an [Incident Report Form](#) before the end of the workday during which the incident occurs. Report of incidents must include:
 - a) Name(s) of the person involved
 - b) Names of all first aid providers
 - c) Date and time
 - d) Description of the circumstances of the accident.
 - e) Reports will be filed in the central office and will be readily available to OSHA upon request.
5. Personal Protective equipment will be made available at no cost to the employee along with training on their use, i.e. latex gloves, face masks, gowns, goggles and cleaning supplies.
6. Universal precautions must be observed by all employees for the prevention and spread of communicable diseases. See policy on [Universal Precautions](#).