

**SUBJECT: Management of Human Body Fluids/Waste – (Bloodborne Pathogens)**

---

**PURPOSE**

To establish uniform procedures for the safe management of human body fluids and waste (Bloodborne Pathogens).

**GENERAL POLICY**

Most recently available information on the spread of Acquired Immune Deficiency Syndrome (AIDS) and other diseases spread by bloodborne pathogens, such as Hepatitis B projects a continuing increase in the numbers of people infected with these diseases. Teaching and research laboratories, and campus staff periodically handle, or are exposed to, various human body fluids and contaminated waste materials. Procedures have been instituted for the management of human body fluids and contaminated waste to prevent infection from occupational exposure in students, faculty and staff. The procedures that follow are therefore mandated for use by all University personnel and students in the handling of, and exposure to, human body fluids and waste (Bloodborne Pathogens).

**High Risk Employee Groups**

**OPERATING PROCEDURES**

Since the potential for infection from exposure to any human blood and body fluids cannot be known, "blood and body fluid precautions" recommended by the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) shall be adhered to. These "standard precautions", also known as universal precautions, are guidelines for the handling and processing of, and exposure to, all human blood and certain human body fluids *as if they are known to be infectious for HIV, HBV, and other bloodborne pathogens*. These guidelines apply to blood, tissues, all body fluids, secretions, and excretions (except sweat), regardless of whether they contain visible blood.

All University personnel and students are required to follow the procedures listed in this policy.

1. All laboratory specimens of blood, human tissue, and body fluids are to be handled as if infectious, utilizing minimum Biosafety Level 2 practices and/or procedures that comply with standard precautions. These requirements, procedures and facility requirements are described in detail in the CDC/NIH publication entitled ***Biosafety in Microbiological and Biomedical Laboratories***.

**SUBJECT: Management of Human Body Fluids/Waste – (Bloodborne Pathogens)**

---

- 39 2. All personnel working with or exposed to human body fluids, including bagged  
40 biohazardous material, shall wear latex or vinyl gloves.  
41
- 42 3. All research and medical personnel working with human blood and body fluids shall  
43 wear appropriate lab coats and other protective clothing/attire to protect against  
44 contact with the body.  
45
- 46 4. Facial barrier protection in the form of a plastic face shield or goggles should be worn  
47 if there is an anticipated potential for splattering blood or body fluids.  
48
- 49 5. To prevent needle stick injuries, needles shall not be recapped, purposely bent, cut,  
50 broken, removed from entire disposable syringes and vacutainers with needles  
51 attached, or otherwise manipulated by hand. A new sterile syringe and needle shall  
52 be used for each human subject.  
53
- 54 6. Body fluids and wastes, their containers, and materials in contact with body fluids  
55 wastes, such as gloves, pipettes, collection tubes, swabs, etc., shall be placed in  
56 biohazard bags and then either: (1) placed in plastic, sealable drums for pickup by an  
57 authorized hazardous waste vendor, (2) autoclaved in an approved University  
58 autoclave and disposed of as ordinary trash. Broken glassware that may be  
59 contaminated should not be picked up directly with bare hands. It should be cleaned  
60 up using mechanical means, and brush pan, tongs or forceps. Dispose of broken  
61 pieces in a specially marked container as contaminated material.  
62
- 63 7. Hands or other skin surfaces shall be washed thoroughly with soap and water as  
64 soon as possible if potentially contaminated with blood or other body fluids.  
65
- 66 8. Work areas for the handling of human body fluids and waste shall be cleaned  
67 frequently with a solution of one part commercial liquid household bleach to ten parts  
68 water, or other appropriate disinfectant specifically for HIV, Hepatitis B and other  
69 potentially infectious diseases. Accidental spills shall be promptly cleaned in a like  
70 manner.  
71
- 72 9. Access to laboratories and work areas involving human blood and body fluids shall  
73 be limited or restricted. Such areas will be posted at the entrance with biohazard  
74 labels and emergency contact information.  
75
- 76 10. Employees and students shall receive appropriate training on the potential hazards  
77 associated with the work involved, the necessary precautions to prevent exposure,

**SUBJECT: Management of Human Body Fluids/Waste – (Bloodborne Pathogens)**

---

- 78 and the exposure evaluation procedures. Employees shall receive annual updates  
79 and additional training as necessary for procedural or policy changes.  
80  
81 11. Standard Operating Procedures (SOP) must be written for all procedures performed  
82 by personnel, including operation and maintenance of equipment, in the laboratory or  
83 work area.  
84  
85 12. This policy will be made part of all laboratory manuals where human body fluids or  
86 waste products are handled.  
87  
88

**PERSONAL PROTECTIVE EQUIPMENT**

- 89 Bodily Fluid Clean-Up Kits (Personal protective gear) will be included in each First Aid  
90 Responder Bag. They will also be located in each custodial closet within each building  
91 on campus. The Safety Coordinator is responsible for the maintenance and replacement  
92 of these kits as they are used. The kits will contain:  
93  
94  
95 1. *Disposable Gloves*-which should be worn where it is reasonable anticipated that  
96 employees will have hand contact with blood, other potentially infectious materials,  
97 non-intact skin, mucous membranes and when handling or touching contaminated  
98 items or surfaces.  
99  
100 2. *Disposable Goggles, Face Mask, Apron and Shoe Covers* - To be worn whenever  
101 splashes, sprays, splatters, or droplets of blood or other potentially infectious  
102 material may be generated and eye, nose or mouth contamination can be reasonably  
103 anticipated.  
104  
105 3. *Clean-up Absorbent Pack* – Sprinkle over the spill to solidify the blood and bodily  
106 fluids to assist in safer handling.  
107  
108 4. *Scoop and Scraper* – Used to pick up the solidified blood and bodily fluids.  
109  
110 5. *Chlorine Concentrate* - Used to clean contaminated surfaces. Follow instructions in  
111 the kits. (If necessary, substitute with a 10/1-bleach solution)  
112  
113 6. *Suitable Towelettes* – Use the towellette to clean your hands.  
114  
115 7. *Biohazard Labeled Red Plastic Bags* – All contaminated materials used in the  
116 treatment of injuries and the disinfecting and cleaning of the area are to be kept in a

**SUBJECT: Management of Human Body Fluids/Waste – (Bloodborne Pathogens)**

---

117 separate biohazard marked, self-closing container with a biohazard marked plastic  
118 bay liner. These contaminated plastic bags will be sealed and handled only by  
119 trained personnel with latex rubber gloves and will be disposed of as required by law.  
120 The bags will be secured with no tears or leakage. Leaking and/or torn bags will be  
121 put into another intact plastic bag with biohazard markings.  
122

- 123 8. Only High Risk Employees who are properly trained are allowed to perform clean up  
124 procedures using the apparatuses in the Bodily Fluid Clean-Up Kits.  
125  
126

127 **PROCEDURE TO FOLLOW IF EXPOSED**

- 128 1. Wash the exposed area with soap and water as soon as possible. Dry area with a  
129 clean paper towel and discard. Flush eyes and exposed mucous membranes with  
130 large amounts of clean water. Do not use caustic agents, such as bleach.  
131  
132 2. Report the incident to your supervisor or any available person who can give you  
133 immediate assistance at contacting one of the First Aid Response Team Members.  
134 The supervisor or department head of the given employee that has been exposed is  
135 ultimately responsible for ensuring that the Director of Physical Plant/Safety  
136 Coordinator and the Human Resource Officer are notified of the incident ASAP.  
137  
138 3. The Human Resource Officer will file an "Incident/Accident Investigation Form" and  
139 notify a local physician and/or the local hospital that an employee is being sent for  
140 predetermined evaluation of the exposure. An exposed employee may seek the  
141 services of his/her own physician.  
142  
143 4. No one should touch or attempt to clean up any type of human body fluids, blood,  
144 secretions, excretions (except sweat) etc., regardless of whether they contain visible  
145 blood, unless they are properly trained and utilize the proper personal protective  
146 equipment.  
147  
148 5. Upon notification of a given incident, trained staff in the Physical Plant Department  
149 will clean and properly dispose associated waste, when evidence of bloodborne  
150 pathogens have contaminated bathrooms, work areas such as laboratories, offices  
151 or any other general areas on campus.  
152

153 **MEDICAL PROVISIONS**

154 At the annual Bloodborne refresher training meeting, all High Risk Employees will be  
155 offered the Hepatitis B Vaccination at no cost to the employee. The employee may

**SUBJECT: Management of Human Body Fluids/Waste – (Bloodborne Pathogens)**

---

156 decline and sign a statement of refusal (see attached). If any employee initially declines  
157 the Hepatitis B Vaccination, but at a later date decides to accept the vaccine, the  
158 vaccination shall then be made available at no cost to the employee.

159  
160

**TRAINING**

161 All LSU Eunice employees will participate in a general overall Bloodborne Pathogens  
162 training. All High Risk Employees will undergo special and more in-depth annual training  
163 provided by the Safety Coordinator. The Safety Coordinator will schedule appropriate  
164 sessions with the guidelines of this policy.

165  
166

**RESPONSIBILITY**

167 LSU Eunice supports and stresses the importance of the following guidelines of the  
168 Bloodborne Pathogens Program.

169

Safety Coordinator

170  
171

1. To oversee the program and audit it annually.

172

173

2. Report, investigate, and document all known exposure incidents.

174

175

3. Request the purchase of Bodily Fluid Clean-Up Kits and maintain replacements.

176

177

4. Ensures that the training for all employees is provided at the time of initial  
178 employment (through the Human Resource Office). All LSU Eunice employees must  
179 be trained at least once during the course of their employment.

180

181

Emergency First Aid Response Team Members

182

1. Will use universal precautions in the treatment of all victims and while cleaning up  
183 spills of any kind.

184

185

2. Will follow the guidelines of this instruction.

186

187

3. Will attend all training sessions.

188

189

**QUESTIONS**

190

Questions should be directed to the LSU Eunice Safety Coordinator.

**EMPLOYEES'S REFUSAL TO TAKE HEPATITIS B VACCINATION**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline this vaccine, and understand that I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine; I can receive the vaccination series at no charge to me.

---

**Signature**

**Witness**

---

**Employee's Social Security No.**

**Date**