



## ESSENTIAL FUNCTIONS CHECKLIST

### BLOOD BORNE PATHOGENS

**1. PURPOSE**

TO PROVIDE GUIDELINES FOR EMPLOYEES TO HELP ENSURE THEIR SAFETY WHEN THE POSSIBILITY OF EXPOSURE EXISTS.

**2. POLICY**

ALL EMPLOYEES SHALL PRACTICE UNIVERSAL PRECAUTIONS WHEN THE POSSIBILITY OF EXPOSURE TO BLOOD BORNE PATHOGENS EXISTS.

**3. PROCEDURES**

- A. WHENEVER THERE IS A POSSIBILITY OF EXPOSURE TO BLOOD OR OTHER BODILY FLUIDS, ROUTINELY RECOMMENDED PRECAUTIONS SHOULD BE FOLLOWED. THE LEVEL OF INTERVENTION SHOULD BE DETERMINED BY THE DEGREE OF POTENTIAL RISK.
- B. IF THERE IS ACCIDENTAL CONTACT WITH BLOOD OR OTHER BODILY FLUIDS, HANDS SHOULD BE WASHED IMMEDIATELY AND TOUGHLY.
- C. PARTICULAR CARE SHOULD BE TAKEN IN EMERGENCY SITUATIONS WHERE THE RISK IS UNKNOWN AND THE POSSIBILITY OF ACCIDENTAL EXPOSURE IS HEIGHTENED.
- D. ALL DISPOSABLE SHARP ITEMS SHOULD BE PLACED IN PUNCTURE RESISTANT CONTAINERS LOCATED IN CLOSE PROXIMITY TO THE AREA IN WHICH THEY ARE USED. NO NEEDLES ARE TO BE RECAPPED OR REUSED AND ONCE USED, ALL NEEDLES ARE TO BE RENDERED INOPERABLE.
- E. IN ORDER TO REDUCE THE NEED FOR MOUTH-TO-MOUTH RESUSCITATION THERE SHOULD BE APPROPRIATE VENTILATION DEVICES LOCATED WHENEVER THE NEED FOR RESUSCITATION CAN BE REASONABLY ANTICIPATED.
- F. IT IS APPROPRIATE TO DISPOSE OF BODILY FLUID IN A TOILET. THOSE ITEMS THAT CANNOT BE DISPOSED OF IN THIS MANNER SHOULD BE WRAPPED SECURELY IN A PLASTIC BAG AND DISPOSED OF IN A MANNER THAT IS CONSISTENT WITH FEDERAL, STATE, AND LOCAL REGULATIONS.
- G. SPILLS OF BODILY FLUIDS SHOULD BE CLEANED WITH AN APPROPRIATE DETERGENT WHILE THE INDIVIDUAL IS WEARING DISPOSABLE GLOVES.
- H. THE AFFECTED SURFACE SHOULD BE DISINFECTED WITH BLEACH, SODIUM HYPOCHLORITE, OR ANOTHER EPA APPROVED MYCOBACTERIAL DISINFECTANT.

### FIRE AND ELECTRICAL SAFETY

IF YOU DISCOVER A FIRE:

- 1. REMOVE ALL PATIENTS OR PERSONNEL IN THE IMMEDIATE VICINITY OF THE FIRE.
- 2. ACTIVATE THE ALARM AND NOTIFY OTHER STAFF MEMBERS THAT A FIRE EXISTS.
- 3. CONTAIN THE FIRE AND SMOKE BY CLOSING ALL DOORS IN THE AREA.
- 4. EXTINGUISH THE FIRE, IF IT IS A VERY SMALL FIRE, OR ALLOW THE FIRE DEPARTMENT TO EXTINGUISH IT.

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SIGNATURE

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DATE

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PRINTED NAME