LEADER'S GUIDE

2418-LDG-E

BLOODBORNE PATHOGENS:
A REFRESHER PROGRAM

Training for
THE OSHA BLOODBORNE PATHOGENS STANDARD

Quality Safety and Health Products, for Today... and Tomorrow
THE OSHA REFRESHER EDUCATION SERIES

This education program is part of a comprehensive series of programs created to provide employees with condensed, refresher training on important OSHA regulatory topics, as well as meet employee retraining requirements of specific OSHA regulations.

- Bloodborne Pathogens
- Confined Space Entry
- Forklift/Powered Industrial Truck Safety
- Hearing Conservation and Safety
- The Laboratory Standard
- The OSHA Lead Standard (Industrial and Construction versions)
- Lock-Out/Tag-Out
- Personal Protective Equipment (Industrial and Construction versions)
- Respiratory Protection and Safety
- Right-To-Know/The Hazard Communication Standard (Industrial and Construction versions)
- Supported Scaffolding Safety (Industrial and Construction versions)
- Suspended Scaffolding Safety (Industrial and Construction versions)

More detailed videotape/DVD training programs for these regulations are also available, which can be used for initial employee training. Compliance manuals, employee booklets and posters are available on these regulations as well.
WARRANTY/DISCLAIMER

"This program has been created to assist companies that are endeavoring to educate their employees regarding exposure to, or contact with, bloodborne pathogens. In addition to common information about bloodborne pathogens themselves, the program presents information concerning protective equipment, cleanup procedures and the like. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment. Because of the specialized nature of their work, this program does not include all of the material required to train employees of HIV or HBV research laboratories and production facilities. This program has been specifically designed to reawaken employee's awareness of the importance of knowing how to work safely in environments where Bloodborne Pathogens may be encountered, and to review some basic information on how to protect themselves in these situations. It does not provide all of the information OSHA requires for initial employee training.

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INTRODUCTION TO THE PROGRAM

Structure and Organization

Information in this program is presented in a definite order, so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- The epidemiology and symptoms of bloodborne diseases.
- How bloodborne pathogens are transmitted.
- Methods that will prevent or reduce exposure.
- Biohazard labels, signs and container color-coding.
- Hepatitis vaccination.
- Dealing with exposure incidents.
- Post-exposure evaluation and follow-up.

Each of the sections covers important information in one topic area, providing employees with general knowledge about working safely in environments where bloodborne pathogens may be encountered.

Background

In recent years, publicity about the Human Immunodeficiency Virus (HIV) and AIDS has sensitized the public as well as safety and health officials regarding the transmission of infectious diseases. Additionally, increased emphasis on employee safety and health has elevated the concern regarding exposure to Hepatitis B and C, other widespread bloodborne diseases.
In 1991, the Occupational Safety and Health Administration (OSHA) published the Occupational Exposure to Bloodborne Pathogens Standard. The purpose of this regulation is to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), the Human Immunodeficiency Virus (HIV) and other bloodborne pathogens.

While many people think that potential exposure to bloodborne pathogens only happens in healthcare settings, statistics show that exposures occur in a number of different environments, including shelters, emergency transport situations, law enforcement encounters, and even industrial accidents. As a result, many more employees are at risk than most people realize.

Because there is no post-exposure treatment for HIV or Hepatitis C exposure, and treating Hepatitis B after exposure can be a difficult as well as prolonged process, the emphasis on dealing with these and other bloodborne diseases is through prevention. Because of this, OSHA has made employee training a significant requirement in the Bloodborne Pathogens Standard.

As part of the training requirement, all employees who may be exposed to bloodborne pathogens must go through detailed initial training, as well as periodic retraining (on at least an annual basis).

**Objectives**

This program has been specifically designed to refresh employees' knowledge of how to work safely in environments where they may be exposed to bloodborne pathogens. It assumes that employees will remember basic information given to them in their initial bloodborne pathogens training, and acts as a refresher/reminder about selected important information.

Upon completion of the program, employees should have an increased awareness about:

- The terms and language used in discussing bloodborne pathogens.
- How potential exposure to bloodborne pathogens can occur.
• The methods that can be used to reduce or eliminate potential exposure to bloodborne pathogens.

• The Hepatitis B Vaccination Program.

• Procedures to follow if an exposure incident occurs.

• The post-exposure evaluation and follow-up process.

**Reviewing the Program**

As with any educational program, the presenter should go through the entire program at least once to become familiar with the content and make sure the program is consistent with company policy and directives. An Outline of Major Program Points section is included in this Leader's Guide to help with this task and for general reference.

As part of this review process, you should determine how you, as the presenter, will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.
PREPARING FOR THE PRESENTATION

Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the trainees are looking to your experience and knowledge to help them relate to the situations shown in the program. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of the OSHA Bloodborne Pathogens Standard, and how to work safely in environments where bloodborne pathogens may be encountered.

- Relate discussions to your company’s operations, procedures and responsibilities.

- Prevent any one person or small group of employees in the session from doing all the talking.

- Get everyone involved. Ask questions of those who don’t participate voluntarily.

- Clarify comments by relating them to the key points in the program.

Use the Outline of Major Program Points section in this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don’t know the answer, say so. Tragic results may occur should you provide incorrect or inaccurate information. Remember, this is a positive program on working safely in environments where Bloodborne Pathogens may be encountered.
Preparing the Supplemental Information

This program has been produced to be used as the core source of information concerning bloodborne pathogens and how to reduce or eliminate exposure. As such, it addresses the general things that an employee needs to know in these areas. The OSHA Bloodborne Pathogens Standard also requires that additional, site specific information be provided to employees. As part of the preparation for conducting this session, you need to accumulate this information and list it so that you can easily present it to your trainees. Examples of this type of site specific information include:

- The availability of your facility's Exposure Control Plan.
- The availability of a copy of the Bloodborne Pathogens Standard.
- The location of personal protective equipment in the employees' work areas.
- Specifics regarding your free Hepatitis B Vaccination Program.
- How to contact the appropriate facility personnel in case of a spill, leak, or accident involving materials that may contain bloodborne pathogens.

Setting Up the Class and Classroom

Remember, there are a number of things that must be done to set up the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
  - Use the enclosed form to schedule employees into the session.
  - Make sure that the session is scheduled so that it fits into your attendees' work day.
  - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
— If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
  — Schedule the room well in advance.
  — Make sure the room can accommodate the expected number of attendees.
  — Check it again on the day of the program to make sure there is no conflict.
  — Make sure the room can be darkened, and won't create a glare on the television screen.
  — Locate the light controls and test them.
  — Make sure the power for the videotape or DVD player you are using operates separately from the room light.
  — See if you can control the room temperature.
  — Know where the closest restrooms are.
  — Assure that the room is free from distracting noises.
  — Make sure emergency exits are marked and known to the attendees.

- **Seating**
  — Make sure everyone can see the screen from their seat.
  — Make sure everyone can hear both the videotape/DVD and you (when you speak).
  — Check to see that seating is such that writing can be done easily.
  — Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.

- **Equipment and Materials**
  — Make sure the videotape or DVD player, monitor, and all appropriate cables and extension cords are available.
  — Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
  — If you plan on using a chartpad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
— Make sure you have 6" x 8" index cards or other materials to be used as name tents for attendees.
— Make sure you have made up a sufficient number of copies of the quiz, as well as any other handouts you are using.

- Final Check
— Make sure equipment is in the room prior to the scheduled session.
— Check to see that the room is set up properly.
— Check equipment prior to the presentation to assure that it works.
— Make sure extension cords, etc. are taped down, if need be, to avoid tripping.
— If you are using the videotape version of the program, run the leader up to the point where the program begins.
CONDUCTING THE SESSION

The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about how to do things safely. Initially, you need to:

- Introduce yourself as the session leader.
- State the title of the program, Bloodborne Pathogens A Refresher Program.
- Inform the attendees when there will be breaks (if you plan them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.
- Make sure all of the attendees have signed in on your Scheduling and Attendance Sheet. Remember, it is very important to document peoples' attendance at the session.

Once this housekeeping is done, it is time to move to the meat of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should be organized along the lines of the following paragraphs:

"Today we are going to talk about the OSHA Bloodborne Pathogens Standard, and how we can work as safely as possible in an environment that brings us into potential contact with bloodborne pathogens."

"We have a good safety program here in our facility. However, as we all know, from time to time accidents can still occur. And any accident that can expose someone to blood, or other infectious body substances, has the potential to involve bloodborne pathogens."
"To be as safe as possible, we need to learn how to reduce or eliminate potential exposure to bloodborne pathogens and to do this we need information about their hazards and how to control them."

"The program we are going to watch today gives a lot of good information about how to work safely in environments where exposure to bloodborne pathogens may occur. It will review the nature of bloodborne diseases and how they are transmitted, as well as remind us of how to recognize a potential exposure situation. It will also remind us of things we can do to protect ourselves and limit exposure in these situations."

"To make this the most productive session possible, we need to look at what we want to accomplish here today (verbally reference the Objectives list from the first section in this guide or point to the blackboard or chart where you have written them down.)"

Once the objectives have been provided, you are ready to show the program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It needs to be emphasized that they are not being graded, but that the quiz is being used to see if the session is effectively transmitting information to them in a way they will remember.

**Presenting the Supplemental Information**

As we have said, this program is meant to provide the core educational information needed to comply with the OSHA Bloodborne Pathogens Standard. Around this core must go the additional, supplemental information that we mentioned earlier. This information should be provided to the attendees immediately after the program has been shown. In this way they will get all the information before any discussion is held. This will allow them to integrate both groups of information into a full, meaningful discussion of the entire subject of bloodborne pathogens and how to reduce or eliminate potential exposure as much as possible. As you may recall, the supplemental information should contain things such as:
• The availability of your group’s Exposure Control Plan.

• The availability of a copy of the Bloodborne Pathogens Standard.

• The location of personal protective equipment in the employee’s work areas.

• Specifics regarding your free Hepatitis B Vaccination Program.

• How to contact the appropriate personnel in case of a spill, leak, or accident involving the materials that may contain bloodborne pathogens.

**Showing the Program**

At this point, you need to introduce the title of the program once again, *Bloodborne Pathogens: A Refresher Program*, darken the lights if necessary, and begin the showing of the program.

If you are using the DVD version of the course you have several options as to how you can move through the program and what employees see.

The DVD menu has two selection bars:

• Play.

• Contact Us.

To just play the program from beginning to end, select Play.

If you would like information on other programs and products that are available from Training Network you can select Contact Us for information about how to contact us.
Conducting the Discussion

After the program has been shown, it is time for the group discussion on the information contained in the session. Care must be taken to make sure that the discussion is kept to the general topic of working safely in environments where exposure to bloodborne pathogens may occur. There are several ways to conduct these discussions. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.

- Leading the discussion through the points covered in the program, using statements such as:
  - "One of the sections that we saw in the program was about selection and use of personal protective equipment. What types of personal protective equipment do we have available in our facility that we might be able to make better use of in protecting ourselves against bloodborne pathogens?"
  - "We saw some interesting things about cleanup and disposal of spills or leaks of materials that may contain bloodborne pathogens. Who can review the major considerations that we must deal with in these situations?"

You should use the discussion format that you are most comfortable with. The Outline of Major Program Points section in this guide, and the questions and answers in the master copies of the quiz can both be very useful as a basis for discussion.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of obvious interest with the objective of trying to touch on each major area within the session in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.
Concluding the Presentation

Once discussion has concluded, whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed, it is time to give the quiz (if you are using it). Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded on it. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

*(An alternative to this approach is to give the quiz immediately after showing the program, then use a review of the quiz as a basis for your group discussion.)*

Wrapping Up the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several areas of paperwork must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Also, depending upon what you have decided to do, a copy of the attendance sheet and the quiz for each attendee should be either filed in your files, or turned over to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file. Their attendees' training logs should also be updated, and each attendee should be given a filled out and signed training certificate, signifying that they have successfully completed the course.

Remember, it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with some knowledge regarding how to work safely in environments where they may encounter bloodborne pathogens.
OUTLINE OF MAJOR PROGRAM POINTS

The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- You already know that direct contact with blood or other body substances can put you in jeopardy!
  - But you may have become so comfortable with your job that you have forgotten how dangerous some of the things you encounter can be.
  - Taking another look at OSHA's Occupational Exposure to Bloodborne Pathogens Standard may make you see your work a little differently.

- The regulation is designed to help protect workers from on-the-job exposure to blood and other body substances. These materials can carry dangerous stowaways, such as:
  - Hepatitis B.
  - Hepatitis C.
  - HIV (which is responsible for AIDS).

- The regulation also reminds us of how many places we can encounter bloodborne pathogens.
  - It spells out the requirements for a facility-wide Exposure Control Plan.

- The Exposure Control Plan sets up thorough procedures to ensure the safety of everyone on the job.

- One of the most important aspects of the plan is the use of Standard Precautions.
  - This treats all human blood and other body substances as if they are known to be infected.
While many types of disease-causing microorganisms can be found in human blood, the greatest threats are from:

- Hepatitis B.
- Hepatitis C.
- HIV.

Taking steps to control the spread of HIV is particularly important, since there is currently no vaccine or cure for this virus.

The first symptoms of HIV infection are often mild.

- They frequently resemble those of the flu.
- However, many people fail to show any symptoms at all for a decade or more.

It is generally believed, however, that those who contract HIV will eventually develop Acquired Immunodeficiency Syndrome (AIDS).

- AIDS strips away the body's ability to fight off disease, literally breaking down the immune system.

Hepatitis B and C are diseases that attack the liver.

- There are thousands of new cases of these viruses reported in the U.S. each year.

Initial symptoms of hepatitis are also flu-like.

- In addition, jaundice, a yellowing of the skin, will eventually appear.
- A darkening of the urine may also occur.
- However, as with HIV, many victims fail to show symptoms for some time.

Hepatitis B and to a greater degree Hepatitis C can frequently lead to more serious problems, such as:

- Cirrhosis.
- Cancer.

There is no cure for Hepatitis B or C.

- However there is a vaccine that can prevent infection from Hepatitis B.
• It is important that you take advantage of your facility's free vaccination program if your employer feels that you are at risk of exposure to Hepatitis B.
  – Unfortunately, there is currently no vaccine for Hepatitis C.

• Bloodborne pathogens are most often transmitted parenterally.
  – This is when microorganisms present in a substance are accidentally injected into a worker by a contaminated sharp object.

• Transmission can also occur through:
  – Breaks in the skin.
  – Contact with mucous membranes (such those found in the eyes, nose and mouth).

• In addition to blood itself, you should be cautious of materials such as:
  – Body substances with blood in them.
  – Human tissue.

• Preventing exposures to all of these materials is a major aim of the OSHA Bloodborne Pathogens Standard.
  – The regulation covers all activities where there is a reasonable chance for exposure.
  – Your employer has compiled a complete list of these jobs in your facility's Exposure Control Plan.

• For instance, cleaning crews routinely empty trash, clean counters and scrub floors.
  – Any of these tasks may bring them into contact with discarded blood-soaked bandages, or other bloody materials.

• Housekeeping staff may also find blood and body substances while:
  – Changing bed linens.
  – Cleaning operating rooms and examination tables in hospitals and clinics.
• Others who may find themselves in exposure situations include:
  – Workers who receive soiled laundry for processing and cleaning.
  – Employees resupplying first aid kits who may occasionally encounter residues from injuries involving blood.
  – Staff members of company health clinics, medical offices and hospitals.

• Workers involved in emergency first aid, law enforcement or fire brigades often find exposure to blood difficult to avoid.
  – They frequently have to deal with accident victims.

• These are just a few of the jobs performed every day that put people at risk of exposure to bloodborne pathogens.
  – If you fit into a job category where there is a possibility of exposure, you need to keep your guard up at all times.

• An Exposure Control Plan is a comprehensive document tailored to fit the special needs of an individual facility.
  – Your facility's plan contains information that is important to your protection.
  – Become familiar with the plan yourself.
  – To see a copy, talk to your supervisor or safety officer.

• Labeling is the most visible requirement in the plan.
  – Biohazard labels are a dead giveaway that danger may be just around the corner.
  – When you see a biohazard label, be extra careful.

• Items or surfaces bearing this symbol are suspected of being biologically contaminated.
  – This means there is a good chance that blood, or body substances are present even if you don't see them.
• You should attach biohazard labels to any materials or equipment that you think have been contaminated, such as:
  – Industrial machines with blood on them.
  – Leaking blood sample carriers.
  – Stretchers used for an emergency rescue.

• Remember, there doesn't have to be proof that something is contaminated, only the probability.

• Red biohazard bags or containers such as those used to dispose of regulated hazardous waste do not always carry the biohazard symbol.
  – The red color alone is considered to be warning enough.

• Types of regulated waste include potentially infectious materials, such as:
  – Needles.
  – Broken glass.
  – Used specimen containers.
  – Blood-soaked bandages, bloody table coverings and towels.
  – Contaminated personal protective equipment.

• Be sure to use biohazard bags, containers and labels wherever necessary.
  – Ask your supervisor if you have any questions.

• In addition to labeling, the Exposure Control Plan also sets up a system of controls to reduce exposure to bloodborne pathogens.
  – The first step includes the use of Standard Precautions, which means treating all blood and body substances as if they are infectious.
• Engineering controls will be called for as well. This involves equipment or machinery that can minimize exposure to infectious materials.
  – For instance, tools as simple as a dustpan and broom, or tongs, can keep you from getting cut by contaminated broken glass.

• The plan will also require you to put on personal protective equipment (PPE) whenever there is the possibility of exposure.
  – This often means wearing eye protection, gloves, or even an apron or fluid-resistant cover gown.
  – You should wear whatever is required to keep a layer of protection between you and potential Bloodborne hazards.

• If you work in a laboratory or healthcare facility, choose lab coats and aprons by the type of exposure you face.
  – Splashing fluids and other materials must not soak through to your street clothes or skin.

• It is also important to wear a mask and eye protection wherever there are splashing hazards.
  – Don't let your guard down.

• Deciding when to replace your PPE is important as well.
  – If your gloves get contaminated, take them off and immediately wash your hands.
  – Throw disposable gloves away.
  – Reusable gloves should be recycled for decontamination.
  – Clean gloves should be put on between any activities that may involve exposure to bloodborne pathogens.
  – If you are latex sensitive ask your supervisor about the availability of latex-free PPE.
• Another part of the Exposure Control Plan focuses on work practice controls.
  – These are the safest methods of doing things that may involve potential exposure to bloodborne pathogens.

• The most important practice is to wash your hands whenever you have contact with body substances which may contain infectious microorganisms.
  – You should also wash up after taking off gloves and other PPE.
  – Turn the water off with a paper towel, so you don't recontaminate yourself by accident.
  – Then clean off the spigot handles so you don't contaminate others!

• You must wash your hands immediately if you are splashed with blood or other potentially infectious material.
  – Rinse your eyes, nose or mouth with generous amounts of water if they have been exposed.

• Housekeeping Controls are another important way of limiting exposure that the Exposure Control Plan discusses.
  – Your facility's disinfection methods should be followed to the letter.
  – Written cleaning schedules must be kept to make sure that things are properly cleaned and decontaminated.

• If you contaminate a work surface or piece of equipment, you should disinfect it immediately.
  – Otherwise, perform normal decontamination procedures at the end of your shift.

• When potentially contaminated equipment needs to be sent out for service, it should be examined and disinfected before shipment.
  – If disinfecting is not possible, a biohazard label must be applied to the equipment.
• Contaminated linens must be carefully placed in labeled or color-coded leak-proof containers.
  – Laundry must be handled with gloves and other appropriate PPE.

• Be especially careful when disposing of regulated waste.
  – The containers must be leak-proof and appropriately labeled.
  – A secondary container may also be necessary.
  – If you are not sure, see your supervisor.

• Remember that unsafe behaviors can transmit bloodborne pathogens as well.
  – Do not eat, drink or store food in work areas where biohazards may be present.
  – Never smoke, or put on make-up, lip balm, or contact lenses in these areas either.

• If something goes wrong, and you come into contact with a potentially infectious material, no matter how slight the exposure, you must act quickly.

• Your Exposure Control Plan will generally tell you to take the following steps:
  – First take care of yourself.
  – Wash the area of your body that may have been exposed with soap and water.
  – Then, contain any spill and disinfect the area according to your facility's standard operating procedures.
  – When you are done, properly dispose of contaminated cleanup materials.

• Afterwards, you should immediately notify:
  – Your supervisor.
  – The Safety Department.
  – Your Occupational Health Office.
• They will ask you to fill out a report describing exactly what happened during the exposure.

• An investigation will be conducted regarding:
  – The blood or body substance that you were exposed to.
  – The health of the person it came from.

• You will also be examined by a healthcare professional, who may ask you to have a blood test.
  – If you have been exposed to Hepatitis B and haven't been vaccinated, an accelerated vaccination series may be called for.
  – The results of your examination will remain confidential.

• OSHA's Bloodborne Pathogens Standard has created an increased awareness in all of us.

• We've seen the potential dangers, and heard reports about careless accidents that have exposed other workers.

• But most importantly, we've learned that by combining safe work practices, engineering controls and personal protective equipment, we can protect ourselves from bloodborne diseases!
ACCOMPANYING MATERIALS

In order to assist you in conducting your session on bloodborne pathogens we have provided some materials that can be used with this program. Some of these materials have been furnished in master form, so that you can make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It is important that you have each attendee sign-in on the appropriate form, documenting their attendance at the session. Typically, a copy of this attendance/sign-in form is filed in the employee's personnel file.

Quiz

The quiz is normally given after viewing the program. However, if you want an indication of the increase in the attendees' knowledge of how to work safely in environments where they may be exposed to bloodborne pathogens, you can give the quiz both before and after the program is shown. You can also use the quiz as the basis for class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their before and after answers as part of the program. Typically, the quiz is filed in the employee's personnel file.
Training Certificate

This form allows you to give each employee their own certificate of completion showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken, and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.
# Scheduling and Attendance Form

## Bloodborne Pathogens: A Refresher Program

### Training Session Schedule

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QUIZ

BLOODBORNE PATHOGENS: A REFRESHER PROGRAM

Name: ___________________________ Date: ________________

1. Which of the following is a bloodborne disease?
   ___ Hepatitis B.
   ___ Tuberculosis.
   ___ HIV.

2. True or False... There is no known vaccine for Hepatitis C?
   ___ True
   ___ False

3. True or False... Bloodborne pathogens are most often transmitted through breaks in the skin or mucus membranes?
   ___ True
   ___ False

4. True or False... Using Standard Precautions means treating all blood and other body substances as if they are infectious?
   ___ True
   ___ False

5. Which of the following jobs might involve potential exposure to bloodborne pathogens?
   ___ Nurse.
   ___ Janitor.
   ___ Housekeeper.
   ___ Police Officer.
   ___ Paramedic.

6. Which of the following would be considered an engineering control?
   ___ Broom.
   ___ Gloves.
   ___ Tongs.
   ___ Goggles.
   ___ Dustpan.
QUIZ

BLOODBORNE PATHOGENS: A REFRESHER PROGRAM

PRESENTER'S COPY WITH ANSWERS

1. Which of the following is a bloodborne disease?  
   X  Hepatitis B.  
   ___  Tuberculosis.  
   X  HIV.  

2. True or False... There is no known vaccine for Hepatitis C?  
   X  True  
   ___  False

3. True or False... Bloodborne pathogens are most often transmitted through breaks in the skin or mucus membranes?  
   X  True  
   ___  False

4. True or False... Using Standard Precautions means treating all blood and other body substances as if they are infectious?  
   X  True  
   ___  False

5. Which of the following jobs might involve potential exposure to bloodborne pathogens?  
   X  Nurse.  
   X  Janitor.  
   X  Housekeeper.  
   X  Police Officer.  
   X  Paramedic.

6. Which of the following would be considered an engineering control?  
   X  Broom.  
   ___  Gloves.  
   X  Tongs.  
   ___  Goggles.  
   X  Dustpan.
# EMPLOYEE TRAINING LOG

## BLOODBORNE PATHOGENS: A REFRESHER PROGRAM

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Training or Course Description</th>
<th>Location of Course Materials</th>
<th>Instructor’s Name and Address/Department</th>
<th>Certification of Training and Testing (Instructor’s Signature)</th>
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TRAINING CERTIFICATE

This is to certify that _________________________________ has completed the course Bloodborne Pathogens: A Refresher Program and has been tested on the contents of the course, as required. This training, as well as the associated testing was conducted by ___________________________ and was completed on _________.

_____________________________ ____________
(course instructor) (date)

_____________________________ ____________
(course instructor) (date)