



**UPMC Presbyterian Shadyside
Bloodborne Pathogen Exposure Control Plan
Departmental Plan**

Department: Anatomic Pathology Date: 4-20-2011

UPMC Presbyterian Shadyside is committed to providing a safe work environment for all staff. As part of the University of Pittsburgh Medical Center the UPMC Health System Policy (HS-IC0604) titled *OSHA Bloodborne Pathogen Standard Exposure Control Plan* has been implemented

The following information is provided in order to supplement the system-wide Bloodborne Pathogen (BBP) Exposure Control Plan (ECP) and make it "site-specific" for the individual work environments of UPMC Presbyterian Shadyside. The goal of the "site-specific" ECP is to eliminate or minimize occupational exposure to BBP in accordance with OSHA standard 29 CFR 1910.1030.

Name of Department: Anatomic Pathology
Manager: William Stewart
Phone: 412-623-3281

I. SCOPE AND PURPOSE OF PLAN

II. GENERAL PROGRAM MANAGEMENT

A. RESPONSIBLE PERSONNEL

1. EXPOSURE CONTROL DESIGNEE:

David Toma
Director, Environmental Health & Safety
412-647-6409

2. ADMINISTRATIVE/MANAGEMENT:

The Manager responsible for BBP compliance in this department::
Name: William Stewart
Phone: 412-623-3281

3. EMPLOYEE HEALTH:

a. The Employee Health site that will be used by employees varies by campus

b. UPMC Employee Health Locations:

Location: UPMC Shadyside
Address: 532 S. Aiken Avenue, Suite 209, Pittsburgh, PA 15232
Phone: (412) 623-1920

Location: UPMC Oakland
Address: 3708 Fifth Ave, 500.50
Pittsburgh, PA 15213
Phone: (412)647-5547

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- c. Responsible for maintaining medical records related to employee health, offering Hepatitis B Vaccine to appropriate new employees, providing exposure evaluation and follow-up testing.

4. EMPLOYEES:

- a. Responsible for adhering to the policies and procedures included in both the system-wide and department-specific ECP and completing annual BBP training.
- b. Responsible to notify the department manager of any engineering, work practice controls or Personal Protective Equipment (PPE) which may be insufficient or in need of improvement; and will notify Environmental Health & Safety (412-647-6409) of any safety related concerns.

B. AVAILABILITY OF WRITTEN ECP TO EMPLOYEES

The ECP will be available to all employees at all times and in this department can be found in the UPMC PRESBYTERIAN/SHADYSIDE LABORATORY PROCEDURE MANUAL.

C. REVIEW AND REVISION OF PLAN

III. **EXPOSURE CONTROL PLAN**

A. JOB CLASSIFICATION AND CATEGORIES OF EXPOSURE

See Appendix A.

B. LISTS OF DEPARTMENT TASKS/PROCEDURES

See Appendix B.

IV. **METHODS OF COMPLIANCE**

A. STANDARD PRECAUTIONS

B. ENGINEERING CONTROLS

1. Safety needles/devices are used by ALL employees in this department.
2. Specific procedures when a safety needle/device is NOT used are (List procedure and exact size of non-safety needle/device) are detailed in Appendix D
3. The UPMC Product and Acquisition and Product Safety Review and Education Teams evaluate new devices used system-wide for the University of Pittsburgh Medical Center.

C. WORK PRACTICE CONTROLS

1. Existing work practices controls are reviewed/revised by the department manager at least annually.

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2. Specific engineering and work practice controls used in this department can be found in Appendix C.

D. PERSONAL PROTECTICE EQUIPMENT (PPE)

The department manager will inspect all PPE periodically and ensure that sufficient supplies are readily available in work areas.

VI. **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

A. INFORMATION PROVIDED TO THE HEALTH CARE PROFESSIONAL

1. Immediately after the exposure, wash the area thoroughly with soap and water. If eyes are involved, irrigate with copious amounts of water. If mouth is involved, rinse mouth with plain water or an appropriate antiseptic mouthwash, if available.
2. The exposed staff member must notify his or her immediate supervisor and/or the department manager.
3. The staff member should report to UPMC Employee Health Services during operating hours. Exposures should be evaluated within 2-4 hours. The UPMC Employee Health Location used by this physician office site is:

Location: UPMC Shadyside
Address: 532 S. Aiken Avenue, Suite 209, Pittsburgh, PA 15232
Phone: (412) 623-1920

Location: UPMC Oakland
Address: 3708 Fifth Ave, 500.50
Pittsburgh, PA 15213
Phone: (412)647-5547

If the exposure occurs on an off-shift or over the weekend, the staff member should report to the nearest UPMC Emergency Department. Follow up will be directed to UPMC Employee Health Services.

4. Staff members must notify UPMC Claims and complete the appropriate claim information. UPMC incident reports can be filed via telephone by contacting 1-800-633-1197.
5. Exposed staff members should present with the source patient's name and the name of the source patient's attending physician if available.
6. In accordance with Pennsylvania State Law 148, the staff member must request evaluation of a significant exposure within 72 hours of the incident if the source patient is to be approached for testing.
7. Employee Health Services will coordinate appropriate treatment and follow up post-exposure.

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Appendix A

LIST OF JOB CLASSIFICATIONS AND CATEGORIES OF EXPOSURE

Job classifications are coded for risk of occupational exposure to bloodborne pathogens and are placed in one of 2 categories:

Category I Job classification in which **ALL** employees have occupational exposure.

Category II Job classification in which **SOME** employees have occupational exposure

Department: HISTOLOGY

List EVERY job classification in this department and indicate with a (X) in the appropriate column as either Category I or II.

| Job Classification | Category I | Category II |
|-------------------------------------|-------------------|--------------------|
| Academic Support Coordinator | | X |
| Autopsy Technician | X | |
| Clerk II | | X |
| Clerk typist II | | X |
| Cytogenetic Histology Technician | X | |
| Cytogenetic Technologist | X | |
| Cytotechnologist | X | |
| EM Technician | X | |
| Financial Analyst | X | |
| Financial Analyst Intermediate | | X |
| Histology Technician | X | |
| Histology Technologist | X | |
| Immuno Chemistry Assistant | X | |
| Lead Histology Technologist | X | |
| Lead Transcriptionist | X | |
| Medical Lab Technician | X | |
| Medical Secretary I | | X |
| Medical Secretary II | | X |
| Medical Secretary III | | X |
| Pathologist Assistant | X | |
| Pathologist Assistant Senior | X | |
| Pathology Coordinator | | X |
| Program Manager | X | |
| Specialty Cytotechnologist | X | |
| Specialty Lab Technologist | X | |
| Specimen Processor I | X | |
| Specimen Processor II | X | |
| Sr. Cytogenetic Tech | X | |
| Sr. Cytotechnologist | X | |
| Supervisor, Labs | X | |
| Supervisor, Office support services | X | |
| Supervisor, Pathologist Assistants | X | |
| Transcriptionist | | X |

STANDARD PRECAUTION TASK LIST

| | |
|---------------|--|
| Legend | X = Routinely S = If soiling likely O = If splash/splatter likely |
|---------------|--|

| TASK | Barriers to use when performing task | | | |
|---|--------------------------------------|--------|-------|-------------------|
| | HAND HYGIENE | GLOVES | GOWNS | MASK/EYE COVERING |
| Telephone | X | | | |
| Computer Entry | X | | | |
| Clerical | X | | | |
| Handling/Processing/Grossing Unfixed Tissue | X | X | X | O |
| Handling Fixed Tissue | X | X | X | |
| Embedding Fixed Tissue | X | X | X | |
| Cutting Paraffin Tissue | X | X | X | |
| Staining Slides | X | X | X | |
| Coverslipping Slides | X | X | X | O |
| Filing Blocks/Slides | X | | X | |
| Frozen Sections | X | X | X | |
| Freezing Muscles With Liquid Nitrogen | X | X | X | X |
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Exhibit D

PROCEDURES IN WHICH ENGINEERED CONTROL DEVICES ARE NOT USED/ ASSOCIATED SAFE WORK PRACTICES

Department: Anatomic Pathology

Review Date: April 20, 2011

Engineered control devices are used for ALL procedures in this department

x There are some procedures for which engineered control devices are NOT used. (Table below MUST be completed for each process)

Reasons engineered devices cannot be used: 1) No device is available 2) The available devices are unsafe for staff or patients
3) The available devices make it impossible to do the procedure 4) Other

| PROCEDURE | REASON ENGINEERED DEVICE IS NOT USED | | SAFE WORK PRACTICES IMPLEMENTED TO CONTROL EXPOSURE |
|--|--------------------------------------|--|--|
| | Number (1-4) | Description | |
| HISTOLOGY: Cutting Muscles, Nerves, and Arteries. | 1 | None available: Have to use a scalpel or blade to cut the tissue. | Wear gloves, lab coat, eyewear. Place used scalpel in sharps container immediately when finished. |
| HISTOLOGY: Placing and removing blades from microtomes | 1 | None available: Removing blade from package and placing in onto the microtome to cut. Removing the blade from the microtome and disposing of it. | Wear gloves, lab coat. Sharps container in all work areas. |
| HISTOLOGY: Loading and removing tissue from processors. | 1 | None Available: Placing baskets of cassettes into the processor, and removing the baskets from the processor. | Wear gloves, lab coat, eyewear. Purchased processors that have safety features built in, that pulls the fumes back into the machine when the lid is opened. |
| CYTOLOGY: FNA collection | 1 | None Available: Expelling fluid from FNA needle for creation of slide; no device available | Exercise extreme caution when handling needles to make FNA slides. Avoid rushing. |
| EM: Alliquotting of antisera | 1 | None Available: Needle must be used repeatedly to dispense small amount form the syringe into small tubes. | Needle is disposed of in sharps container per standard protocol. |
| EM: staining of grids | 1 | None Available: Needle is used to draw stain from a Vacutainer and dispense into a narrow pipet. No Blood borne pathogens are involved (i.e. sharps) | Needle is disposed of in sharps container per standard protocol. |
| EM: Maneuvering of tissue sample in water bath during sectioning | 1 | None Available: Needle is used as a tool for adding and removing water to tiny water bath and to move sections as needed. Needle need not be sterile but must be cleaned of all oils, etc. for use in EM sectioning. | Needle is considered a tool and is not used for any bloodborne pathogen exposure procedures. Needle is to be pointing away from the tech when lying beside the ultramicrotome. |

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| PROCEDURE | REASON ENGINEERED DEVICE IS NOT USED | | SAFE WORK PRACTICES IMPLEMENTED TO CONTROL EXPOSURE |
|---------------------------------|--------------------------------------|--|---|
| | Number (1-4) | Description | |
| ISH: Microtome | 1 | None Available: Cutting of Paraffin Sections. None available. | Detailed instructions including safety concerns are given to the operator prior to use. |
| GROSS: Dissecting tissue | 1 | Cutting tissue to be placed in cassettes. Several sharp instruments that are used do not have a safety device available. | PPE used. Care is used in cutting and universal precautions followed. |
| GROSS: Microtome | 1 | None Available: Cutting of Frozen Sections. None available. | Detailed instructions including safety concerns are given to the operator prior to use. |
| Autopsy: Evisceration | 1 | Several sharp instruments that are used do not have a safety device available. | PPE used. Care is used in cutting and universal precautions followed. |