

Millersville University
Finance and Administration Division
Management Directive

By Direction of: Roger V. Bruszewski
Vice President for Finance and Administration

Department(s)	Dining and Conference Services, Health Services, Maintenance Operations – Housekeeping, Maintenance Operations-Grounds, Intramural staff, Sports and Athletic Staff, University Policy
Subject:	Bloodborne Pathogens and Hepatitis B Immunization
Date:	August 3, 2009
cc:	Associate Vice President for Human Resources Director of Safety and Environmental Health

The Millersville University Accident and Injury Prevention Program (AIPP) and the Occupational Safety and Health Administration (OSHA) mandate that any employee who has the potential for occupational exposure to pathogenic organisms that are present in human blood and can cause disease in humans (such as HIV and hepatitis B) be included in the university blood borne pathogen (BBP) program. At a minimum, this mandates training, the use of Universal Precautions by all employees who must handle materials contaminated with BBP, and the inclusion in the university hepatitis B vaccination program. All employees who have the potential to be exposed to BBP's must receive the hepatitis B (HBV) immunization, or sign the waiver declining the immunization. This is mandatory.

At the present time, the following classifications have been identified as having the potential for occupational exposure:

- Dining and Conference Services
- Health Services personnel
- Intramurals staff
- Maintenance Operations- Grounds employees
- Maintenance Operations - Housekeeping
- Sports and Athletics staff including coaches, student employees
- University Police personnel

Employees in these departments must use Universal Precautions when handling any material that might be contaminated. These employees must receive training in BBP awareness. These employees must also receive the HBV immunization, or sign the waiver declining the immunization.

University Health Services, working with the Environmental Health & Safety office, coordinate the immunization program and administer the shots. The HBV immunization is a three-shot process:

- First shot
- Second shot administered one month later
- Third and final shot administered six months after the first shot

Employees must receive all three immunization injections to be fully immunized. Receiving only the first or second shot will leave the employee only partially immunized. The vaccine is considered safe.

The employee's supervisor, working with Health Services and EHS staff, will set up a time for the employee to go to the Witmer Health Services Center to receive their first injection (or sign the waiver declining immunization). At that time, two follow up appointments will be set to facilitate the next two injections. The employee will be provided with these dates and is responsible for making both follow-up appointments.

It is the responsibility of the employee to go to the Witmer Health Services Center at the designated date and time and receive each immunization shot. Supervisors must make time available for employees to go to Witmer to receive their immunization shots. Off-shift employees may need to come in early/stay late to get to the Health Services Center during their normal work hours.

Failure to show up at the appointed date and time without prior authorization to reschedule, will be considered insubordination. If the employee misses the appointment due to leave:

- The employee must inform their supervisor.
- The employee or the supervisor must inform EHS.
- It is the employee's responsibility to reschedule a follow-up appointment.

Health Services will provide the employee with an appointment card stating the date and time for them to come to Health Services for their injection but they will not follow up with the individual or supervisor for missed appointments.

Affected employees are also responsible for attending the required BBP training. Training sessions will be set up and provided by the EHS office, either in person, or on-line. All affected employees are required to attend these training sessions. Supervisors must attend where required. Supervisors must make time available for their employees to attend the training. Failure to show up at the appointed date and time without prior authorization to reschedule will be considered insubordination. If the employee misses the training due to leave, the employee and the supervisor must contact the EHS office and schedule a follow up training session.

All affected employees must use Universal Precautions. Universal Precautions are a systematic approach to treating all human blood and human body fluids/material as if they were known to be infectious for HIV, HBV and other BBP. This includes:

- The use of personal protective equipment (PPE) to safely handle any blood or body fluid
- Assuming all blood and human body fluids are contaminated and treating them as potentially infectious
- Proper cleaning and disinfecting of blood or body fluid
- Proper labeling of any bag or container which contains BBP's
- Proper storage of these containers
- Proper disposal of all blood and body fluid, including waste

Any employee that fails to use Universal Precautions when handling or working around potentially infectious human blood or human bodily fluids/material will be considered insubordinate.