




Executive Directive



Title: Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens	Executive Directive Number: ADM.055.0008 Revised
Related MD Statute/Regulations: Correctional Services Article, § 203, Annotated Code of Maryland ; Code of Maryland Regulations .09.12.31.01, et seq.; and 29 C.F.R. Part 1910.1030.	Supersedes: ADM.055.0008, dated November 20, 2015
Related ACA Standards: 4-4062; 4-4354; 4-4354-1; 4-4356; 4-43557 4-ALDF-4C-14 and 16—18	Responsible Authority:  Executive Director—Human Resources Services Division
Related MCCS Standards or Reference: N/A	Effective Date: April 7, 2017 Number of Pages: 5


Stephen T. Moyer
 Secretary


William G. Stewart
 Deputy Secretary
 for Administration

.01 Purpose.

This directive continues policy and assigns responsibilities for an Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens for the Department of Public Safety and Correctional Services (Department) in compliance with the Maryland Occupational Safety and Health Division (MOSH) and the federal Occupational Safety and Health Administration (OSHA) requirements.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. The Department is committed to minimizing the occupational exposure of Department employees to potentially infectious materials.
- B. The Department shall maintain and enforce an Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens in accordance with MOSH and OSHA requirements and standards.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
 - (1) “Eligible employee” means an individual in a Department job classification or position determined to have potential occupational exposure.

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- (2) “Exposure Control Plan” means the Department’s Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens.
- (3) “Facility” means an institution, building, office, or other physical structure operated to conduct the business of the Department.
- (4) “Manual” means the Department’s Occupational Exposure to Bloodborne Pathogens Manual.
- (5) “Occupational exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral (piercing of the skin or mucous membrane) contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.
- (6) “Occupational exposure incident” means an occurrence involving specific skin, eye, mucous membrane, or parenteral (piercing of the skin or mucous membrane) contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.
- (7) “Site Specific Plan” means an Exposure Control Plan for Occupational Exposure to Bloodborne Pathogens that documents, for each facility, compliance with the OSHA standard.
- (8) “Standard” means the OSHA Standards codified in 29 C.F.R. Part 1910.1030.
- (9) “Unit” means an organization, institution, agency, or division within the Department established by statute or created by the Secretary of Public Safety and Correctional Services (Secretary).
- (10) “Unit head” means the highest authority in a unit of the Department.

.05 Responsibility/Procedure.

- (1) Nursing Services Unit (NSU). The Administrator of the NSU of the Human Resources Services Division, or a designee, shall have overall responsibility for:
 - (a) Creating, maintaining, and annually updating the Exposure Control Plan;
 - (b) Creating, maintaining, and updating the Manual;
 - (c) Ensuring that each unit head establishes a Site Specific Plan for each subordinate facility and that the unit head conducts an annual review of each Site Specific Plan;
 - (d) Establishing an annual schedule for updating the list of job classifications or positions that have been identified as having potential occupational exposure;
 - (e) In cooperation with the Police and Correctional Training Commissions, reviewing and approving initial and annual bloodborne pathogens training curricula; and
 - (f) Administering the Hepatitis B Vaccination Program.

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- (2) The Director of Clinical Services, or a designee, is responsible for:
 - (a) Assisting the NSU with developing medical and employee training related to an occupational exposure incident; and
 - (b) Providing initial emergency services to employees at the regional infirmaries through a Clinical Services medical services provider.
- (3) Risk Management. The Director of Risk Management, or a designee, shall be responsible for:
 - (a) Establishing and reviewing engineering and work practice controls;
 - (b) Auditing Site Specific Plans to determine compliance with the Exposure Control Plan; and
 - (c) Processing injury claim forms that result from an occupational exposure incident.
- (4) Unit Head. A unit head, or a designee, is responsible for:
 - (a) Notifying eligible employees of the availability of the Site Specific Plan;
 - (b) Ensuring a copy of the Site Specific Plan is accessible to eligible employees;
 - (c) Communicating to each subordinate facility any Manual updates for inclusion in the facility's Site Specific Plan;
 - (d) Annually updating the list of job classifications and positions determined to have potential occupational exposure;
 - (e) Annually reviewing and, if appropriate, updating the procedures and schedules of a subordinate facility's Site Specific Plan;
 - (f) Ensuring compliance with the practices and procedures established by a Site Specific Plan;
 - (g) Forwarding copies of required documents to the units responsible for compliance with or auditing of the Exposure Control Plan or Site Specific Plan;
 - (h) Ensuring that occupational exposure incidents are properly reported and that follow-up is conducted according to the Exposure Control Plan and the Site Specific Plan;
 - (i) Ensuring that an eligible employee:
 - (i) Participates in approved initial and annual bloodborne pathogen training;
 - (ii) Is offered hepatitis B vaccinations; and
 - (iii) Receives post-exposure follow-up;

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- (j) Ensuring that the forms developed for use with the Exposure Control Plan and the Site Specific Plan are properly used by Department employees and contractors; and
 - (k) Maintaining records as required by the Exposure Control Plan and the Site Specific Plan.
- (5) The Human Resources Services Division. The Executive Director of Human Resources Services, or a designee, is responsible for:
- (a) Ensuring that medical records and training records related to the Exposure Control Plan are properly filed and maintained; and
 - (b) Retaining records for periods established by the Exposure Control Plan, or longer, if deemed appropriate based on Department needs.
- (6) NSU. The Administrator of NSU, or a designee, is responsible for:
- (a) Maintaining and analyzing data on occupational exposure incidents; and
 - (b) Reporting findings to the Deputy Director of Human Resources Services Division

B. Elements of the Exposure Control Plan. The Exposure Control Plan shall contain the following sections:

- (1) Exposure Determination;
- (2) Compliance with Standard - General Practices;
- (3) Compliance with Standard - Facility Procedures (Site Specific Plan);
- (4) Hepatitis B Vaccination Program;
- (5) Post-Exposure Evaluation and Follow-up;
- (6) Communication of Hazards to Employees;
- (7) Information and Training; and
- (8) Record Keeping.

C. Occupational Exposure to Bloodborne Pathogens Manual. The Manual, at a minimum, shall contain:

- (1) The Exposure Control Plan;
- (2) The OSHA standard;
- (3) A current list of job classifications determined to have potential occupational exposure;
- (4) A current list of positions determined to have potential occupational exposure and the specific duties and procedures where occupational exposure may occur;

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- (5) A Site Specific Plan template for use by each facility; and
- (6) The forms used in connection with the Exposure Control Plan.

.06 Attachment(s)/Link.

The Department Occupational Exposure to Bloodborne Pathogens Manual is available on the *Safety Net*.

.07 History.

- A. This directive replaces DPSCS.055.0008, dated November 20, 2015. Changes to this directive are indicated by underlining.
- B. This directive supersedes provisions of any other prior existing Department communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

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S – Eligible employees, Clinical Services Employees, Personnel officers