

Center Responsibility: To train your employees about their risk of exposure to bloodborne pathogens and ways to protect themselves

You must provide training to your employees

Make sure all employees with occupational exposure participate in a training program that is:

- o – Provided at no cost to them
- * Provide training when any of the following occur:
 - o – Before assigning tasks where occupational exposure might occur
 - o – At least annually and within one year of the previous training.
- * Make sure the content and vocabulary of your training materials are appropriate to the educational level, literacy, and language of your employees
- * Make sure the person conducting the required training is knowledgeable about the subject matter as it relates to your workplace
- * Make sure the training program contains at least the following elements:
 - o – An accessible copy of this chapter and an explanation of the contents
 - o – A general explanation of the epidemiology and symptoms of bloodborne diseases
 - o – An explanation of how bloodborne pathogens are transmitted
 - o – An explanation of your exposure control plan and how the employee can obtain a copy of the written plan
 - o – An explanation of how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials (OPIM)
 - o – An explanation of the use and limitations of methods that will prevent or reduce exposure including:
 - # Equipment
 - # Work practices
 - # Personal protective equipment
 - o – Information about personal protective equipment (PPE) including:
 - # The types
 - # Proper use and limitations
 - # Selection
 - # Location
 - # Putting it on and taking it off
 - # Handling
 - # Decontamination
 - # Disposal
 - o – Information about the hepatitis B vaccine, including:
 - # Information about its effectiveness
 - # Safety
 - # Method of administration
 - # The benefits of being vaccinated
 - # Offered at no cost to the employee for the vaccine and vaccination
 - o – An explanation of the procedure to follow if an exposure incident occurs, including:
 - # The method of reporting the incident
 - o – Information about the post-exposure evaluation and follow-up procedure following an exposure incident
 - o – An opportunity for interactive questions and answers with the trainer at the time of the training session. This may be person-to-person, by telephone, or by e-mail, as long as the employee can both ask and receive answers during the training session.

You must provide additional training when you add or change tasks or procedures that affect the employee's occupational exposure. This training may be limited to the changes in tasks and procedures.

You must maintain training records

- * Maintain training records for 3 years from the date of the training
- * Include the following information in your training records:
 - o – Dates of the training sessions
 - o – Contents or a summary of the training sessions
 - o – Names and qualifications of persons conducting the training
 - o – Names and job titles of all persons attending the training sessions.
- * Provide these employee-training records upon request for examination and copying to any of the following:
 - o – Employees
 - o – State agencies

You have received a power point Train-the-Trainer program. Use this for whoever will be responsible for the training. There is a certificate included.

This total program can be used as a group or one on one.

For group training download handout and cover the material. For a single person you may use the One on One power point training program on your computer. When they have completed it you may give them a certificate of completion

If you want your Bloodborne training to be DSS approved for Health & Safety credit. The information you need is included.

There is an Exposure Control Plan that you may modify. It needs to be reviewed yearly. OSHA regulations are included as well. All employees must read and sign that they have reviewed the regulations and the Exposure Control plan. Yearly!!!!

Enclosed is a filing system plan that will help you maintain your records.

Extra information: How to make up your own blood spill kit for less than five dollars!

Hand washing posters to hang up, plus hand washing training for your kids! How about an added bonus of cleaning and disinfection of childcare centers.