



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:120
4-JDF-4C-37
3-JCRF-4C-21
1-JDTP-3B-06
4-JCF-4C-22
1-JBC-4C-37**

CHAPTER: Health and Safety Services

AUTHORITY: KRS 15A.065

**SUBJECT: Occupational Exposure to Bloodborne
Pathogens**

POLICY NUMBER: DJJ 415

TOTAL PAGES: 3

EFFECTIVE DATE: October 5, 2018

APPROVAL: Carey D. Cockerell , COMMISSIONER

I. POLICY

In accordance with Occupational Health and Safety Standards, (OSHA reference 29 CFR 1910.1030), the Department of Juvenile Justice (DJJ) shall promote safe work practices and minimize illness and injury to employees through the reduction of exposure to bloodborne pathogens.

II. APPLICABILITY

This policy shall apply to all DJJ employees, offices, and programs and shall govern the policy of contract programs and agencies in regards to occupational exposure to bloodborne pathogens. All employees shall be considered to have occupational exposure to bloodborne pathogens.

III. DEFINITIONS

Refer to DJJPP 400.

IV. PROCEDURES

- A. The DJJ Medical Director shall issue and implement a written departmental "Exposure Control Plan".
- B. The DJJ Commissioner shall appoint a Departmental OSHA Regulations Coordinator whose duties shall include:
 1. Collaborates with the In-Service and Regional Training Branch Manager in the development of an annual training plan for staff.
 2. Serves as liaison between the Department and OSHA on all matters related to occupational exposure to bloodborne pathogens.

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3. Monitors compliance with posting and maintenance of the Bureau of Labor Statistics Log and Summary of Occupational Injuries and Illnesses (OSHA Form #200) at each DJJ facility and office. The log shall:
 - a. Be posted in a place or places where notices to employees are customarily posted no later than February 1 of each year and shall remain in place until March 1 of the following year. Access to logs shall also be provided to employees, former employees, or their representatives;
 - b. Record all occupational injuries and illnesses incidents, each incident shall be entered within six (6) business days after learning of its occurrence;
 - c. Be maintained and retained for five (5) years following the end of the calendar year to which they relate; and,
 - d. Be available for inspection and copying by representatives of the U.S. Department of Labor, or the U.S. Department of Health and Human Services.
 4. Distributes current information related to bloodborne pathogens exposure control to facilities.
 5. Provides technical assistance to exposure control officers in programs regarding compliance with OSHA standards, as requested.
 6. Serves as an advisor to the DJJ Management Team.
- C. The Superintendent of each DJJ Day Treatment Program, Day Treatment Center, Group Homes, Youth Development Center and Detention Center shall be required to prepare and implement a written “Exposure Control Plan” specific to the individual facility or program.
- D. The Regional Managers, for community services, shall be required to prepare and implement a written “Exposure Control Plan” specific to that service area.
- E. The “Exposure Control Plan” shall become part of the standard operating procedures and cover the following:
1. Appointment of an Exposure Control Officer to coordinate and monitor compliance with the plan;
 2. Work practice and personal practice controls including protective equipment and procedures to minimize exposure;
 3. Appropriate engineering controls, including disposal of contaminated needles, handling and transporting specimens of blood, disposal of contaminated materials and accessibility of protective equipment;
 4. Housekeeping controls including methods of decontamination, appropriate written schedules and laundry procedures;
 5. Procedures relating to vaccination for Hepatitis B (HBV) virus, post exposure evaluation and follow-up and record keeping;

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6. Procedures for medical attention to staff who have had an exposure incident including a medical evaluation, treatment, and follow-up testing as recommended by a physician; and
 7. Employee health records, exposure incident reporting and follow-up procedures for the evaluation of circumstances surrounding exposure incidents to minimize future incidents. Evaluations shall include the circumstances under which the exposure took place.
 8. Procedures for posting and maintenance of the Bureau of Labor Statistics Log and Summary of Occupational Injuries and Illnesses (OSHA Form # 200).
- F. All Exposure Control Plans shall be reviewed and updated annually. The plan shall be accessible to all employees and to OSHA.
- G. The duties of the “Exposure Control Officer” shall include:
1. Coordinates the provision of site-based annual training for staff in Universal Precautions, including AIDS, Bloodborne or Airborne Pathogens.
 2. Serves as a liaison to the DJJ OSHA Regulations Coordinator;
 3. Distributes current information related to bloodborne pathogens exposure control;
 4. Provides technical assistance to staff regarding compliance with OSHA standards, as requested;
 5. Serves as an advisor to the management team;
 6. Makes referrals to appropriate agencies and resources as requested by facilities and staff; and
 7. Monitors compliance with the requirement for posting and maintenance of the Bureau of Labor Statistics Log and Summary Occupational Injuries and Illnesses (OSHA Form # 200) at their assigned DJJ program or office.
- H. The Division of Professional Development shall implement a plan for annual training based upon content specified by OSHA and the Department OSHA Regulations Coordinator. Provisions for inclusion of basic training related to exposure control against bloodborne pathogens shall be included in the Youth Worker Academy.

V. MONITORING MECHANISM

The Division of Program Services, the Facility Superintendent or Community Service Regional Manager, Departmental and facility health staff shall monitor this activity.