



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> January 2011	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2016	<i>Page</i> 1 of 4
<i>Contact Person/Department</i> Superintendent of Business	<i>Identification</i> BU-3600

BIO-HAZARDOUS MATERIALS PROCEDURE

1.0 PURPOSE

The purpose of these procedures is to ensure that TLDSB reduces the health risk of exposure to bio-hazardous materials and to deal appropriately when exposure occurs based on the best scientific knowledge available.

We believe that illnesses caused by the exposure to bio-hazardous materials can be prevented by implementing controls to reduce exposure, the adherence to standard practices and responding appropriately to all exposures. At the same time the Board shall provide fair and humane consideration to all individuals and ensure that there will be no discrimination as defined in the Human Rights Code.

These procedures apply to all workers that are likely to be exposed to bio-hazardous materials.

2.0 REFERENCES AND RELATED DOCUMENTS

- 2.1 Health and Safety Policy BU-3050
- 2.2 Occupational Health and Safety Act
- 2.3 Workplace Hazardous Materials Information System Regulations
- 2.4 Industrial Establishments Regulations
- 2.5 Biological or Chemical Agents Control of Exposure Regulations
- 2.6 Education Act and Regulations
- 2.7 Freedom of Information Act
- 2.8 Human Rights Code

3.0 TERMS AND DEFINITIONS

3.1 BIO-HAZARDOUS MATERIALS

Items likely to be contaminated by living organisms known or likely to cause illnesses including but not limited to, plant, animal, virus, fungus, bacterium, human body fluids, tissues and secretions.

3.2 STANDARD/UNIVERSAL PRECAUTIONS

The standard method to deal with infectious and bio-hazardous materials in order to prevent illnesses as set out in the Information Booklet 'Bloodborne Pathogens for School Staff'.

4.0 PROCEDURE

4.1 RESPONSIBILITIES

4.1.1 WORKERS

Follow the procedures as established and take the necessary precautions at all times. Procedures are outlined in Section 5. Report bio-hazards exposure and concerns to the principal/supervisor and to the site rep.

4.1.2 PRINCIPAL/SUPERVISOR

Develop, implement and monitor procedure and practices as required for the school/site. Obtain and provide to staff the information booklet 'Bloodborne Pathogens for School Staff'. Prepare and review all reports as needed by the Superintendents. Provide protective clothing and equipment as outlined in section 5.0.

4.1.3 SUPERINTENDENT OF BUSINESS (SAFETY ADMINISTRATION)

Provide direction and advice to implement standard precautions and monitor reports from the schools/sites.

4.1.4 JOINT HEALTH AND SAFETY COMMITTEE

Monitor and review reports, procedure and training and make recommendation to the Board.

4.2 Each school will develop and implement a plan to deal with actual or suspected exposures to Bio-hazardous materials. The plan must be a separate Folder/Binder and includes the following: list of staff receiving the Information Booklet, list of protective equipment and their location, training records for working with bio-hazardous materials and records of exposure to bio-hazardous materials. The plan must be available in a known location in the main office. (Sample Appendix A)

4.3 The Information Booklet 'Bloodborne Pathogens for School Staff' will be provided for staff to read and a copy will be available on the Health and Safety bulletin board.

- 4.4 Cleaning and disinfectant supplies and protective equipment will be available in each school to be used when workers may be exposed to bio-hazardous materials or when cleaning such materials.
- 4.5 Protective clothing will include disposable and reusable gloves, eye protection, disposable mask, impermeable apron and other items as recommended by the Joint Health and Safety Committee.
- 4.6 Workers who are likely to come in contact with bio-hazardous materials will be trained on standard precautions and other task specific procedures.
- 4.7 Workers who are exposed to bio-hazardous materials will wash their hands and exposed areas with soap. Hand washing protocol and standard precautions will be followed as described in the information booklet 'Bloodborne Pathogens for School Staff'. Workers will seek medical assessment and treatment.
- 4.8 All surfaces exposed to bio-hazardous materials will be thoroughly cleaned with the appropriate protocol and will be disinfected with the necessary disinfecting agent.
- 4.9 Bio-hazardous waste including contaminated materials will be double bagged and placed in the garbage. All contaminated sharps will be disposed of in appropriate containers and in the city or county hazardous waste program.
- 4.10 All exposures and concerns will be reported on the incident, accident occupational illness reporting form. These reports will be sent to the HR Department.

5.0 APPENDICES

- 5.1 SAMPLE - BIOHAZARDOUS MATERIALS INFORMATION

SAMPLE

BIOHAZARDOUS MATERIALS INFORMATION

SCHOOL NAME

TABLE OF CONTENTS

- A** List of Protective Equipment and Location
(This includes disposable and reusable gloves, eye protection, reusable masks, impermeable aprons and others as listed in 4.5 and biohazard clean-up kits and containers for sharps etc.)

- B** Training Records
(This includes names of staff members, type of training, training done by, dates etc.)

- C** Records of Exposure
(This includes names, date and referral to Incident/Accident Reporting Form)