

Policies and Procedures:
BODY SUBSTANCES/UNIVERSAL PRECAUTIONS

Section: OSHA
Chapter: Administration
Policy: BODY SUBSTANCE/UNIVERSAL PRECAUTIONS

I. PURPOSE

The purpose of this policy is to reduce the transmission of infectious agents between patients, body substances and employees.

II. APPLICABILITY

This policy applies to all WVUPC employees and to all individuals/entities entering into contracts to do business with WVUPC.

III. STATEMENT OF POLICY

It shall be the policy of WVU Physicians of Charleston that Body Substance Precautions (BSP)/Standard Precautions are to be used by all personnel for contact with blood, all body fluids, secretions, excretions, and non-intact skin of all patients regardless of the patient's diagnosis. BSP focuses on reducing the risk of transmission of microorganisms. The use of barriers is determined by the employee's interaction with the patient and the level of potential contact with body substances.

IV. DEFINITIONS

Employee – Includes any full-time or part-time, temporary or regular employee who is paid in whole or in part by WVU Physicians of Charleston.

Exposure-prone area – area where there is a risk of exposure to blood and body fluids due to the type of work involved.

Moist body substances – all body fluids including blood, body cavity fluids, breast milk, urine, feces, wound or other skin drainage, respiratory or oral secretions, mucous membranes.

Occupational exposure – Any eye, mucous membrane, parenteral, or non-intact skin contact with moist body substances that may result from the performance of an employee's duty.

V. **PROCEDURES**

- A. All patients are considered to be on BSP.
- B. Education concerning BSP will be given to all newly hired employees involved in direct patient care, or indirectly in patient care, (such as working in the laboratory areas). Annual continuing education on BSP and dissemination of new information is required of all staff. Documentation of annual training is to be maintained by the Office of Compliance and the Administrator of the Clinical Department to which the employee is assigned.
- C. BSP will be followed by all personnel and will be based on the degree of anticipated exposure to body substances. It is the responsibility of each individual to comply with the precautions.
- D. All procedures involving blood or other moist body substances shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.
- E. All employees shall be required to adhere to the provisions of the WVUPC Bloodborne Pathogens Exposure Control Plan.
- F. Administrators and their designated clinical managers shall be responsible for ensuring that each employee working in exposure prone areas are provided access to and education regarding the specific requirements of the WVUPC Bloodborne Pathogens Exposure Control Plan.
- G. Administrators and their designated clinical managers shall be responsible for ensuring that all required supplies for compliance with that Plan are available at all times for use in any exposure prone areas.
- H. Administrators and their designated clinical managers shall be responsible for the record-keeping required by the WVUPC Exposure Control Plan, and shall make such records available for inspection by the Office of Compliance on an annual basis and at such other times as requested.

VI. **Amendment or Termination of this Policy**

This policy may be amended or terminated at any time.

VI. **References**

- WVUPC Bloodborne Pathogens Exposure Control Plan
- OSHA 29 CFR 1910

POLICY/PROCEDURE NO.: OSHA No. 1
Effective date: June 30, 2007
Date(s) of revision: _____