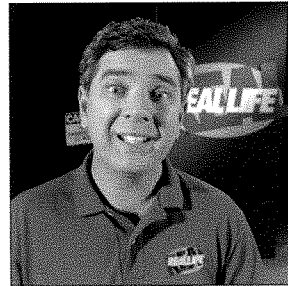


About Real, Real-Life™

Real, Real-Life is an innovative series of programs designed to motivate employees on select work-related safety issues and requirements. Emphasis on employee responsibility and the three A's — awareness, attitude and action — are the major themes of each program.

With a fast pace and upbeat tempo, Real, Real-Life programs are designed to get and keep the attention of today's visually oriented audience. In the first part of the video, host Tim Wright introduces the major topics in an entertaining, informative way. This is followed by an interactive section which draws employees into the action by testing their knowledge of the subject matter with a series of scenarios and questions.



This handbook is for educational purposes only, and is designed to be used in conjunction with a qualified trainer. Nothing herein is to be regarded as indicating approval or disapproval of any specific practice or product.

Our catalog is constantly being revised and expanded, so we would appreciate any comments on current titles or suggestions for future ones. For further information on any Coastal product, or to receive a free catalog, call Coastal Training Technologies Corp. (Virginia Beach, VA) at 1-800-695-0756 or send a FAX to 757-498-3657. Visit us on the web at www.coastal.com.

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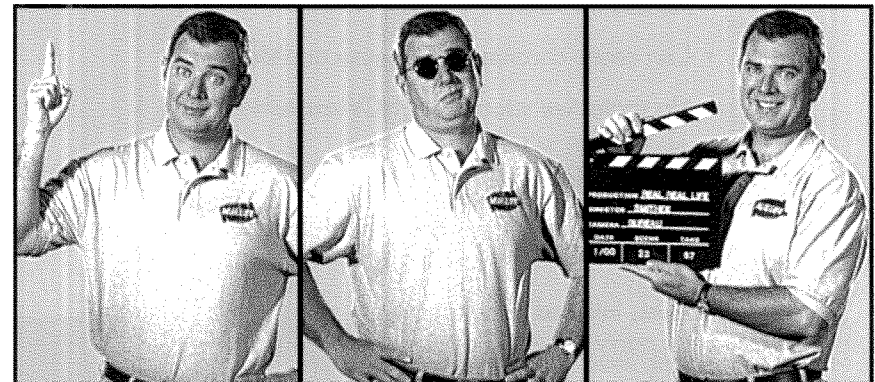
INTRODUCTION

Gloves, disposal containers, washing your hands...seems like a lot of trouble for a little cut, huh? Well, it's not nearly as much trouble as being exposed to a BBP. That's fancy talk for bloodborne pathogen — a threat that anyone exposed to blood or other bodily fluids might face. But not to worry, there are steps you can take to protect yourself from exposure to BBPs.

The Three A's

Awareness, Attitude, Action: the Three A's to safety when facing possible exposure to bloodborne pathogens.

- Awareness: Be aware of the dangers around you.
- Attitude: Have the right attitude about your personal well-being.
- Action: Take the necessary actions to protect yourself — follow the Universal Precautions.



AWARENESS

ATTITUDE

ACTION

WHAT ARE BLOODBORNE PATHOGENS?

Some of the most common BBPs:

Hepatitis B virus, or HBV

- Affects the liver
- May cause jaundice, dark-brown urine and clay-colored stools
- Can lead to cirrhosis of the liver, liver cancer, or death
- Can go unnoticed

Most people overcome infection. Infection is preventable with the hepatitis B vaccine.

Hepatitis C virus, or HCV

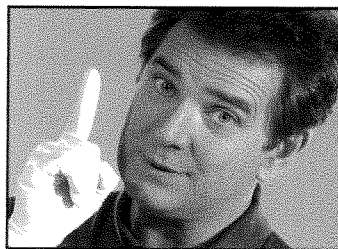
- Attacks the liver
- Can cause chronic liver disease and death
- No protective vaccine for HCV exists.

Human Immunodeficiency virus, or HIV

- Attacks the immune system, destroying its ability to fight infection

In many cases, infected people go on to develop AIDS. Infected persons can carry the virus for years with no symptoms.

REMEMBER: You cannot tell if someone is carrying a BBP just by looking at him or her. You should take Universal Precautions and treat all potential exposures the same and protect yourself accordingly.



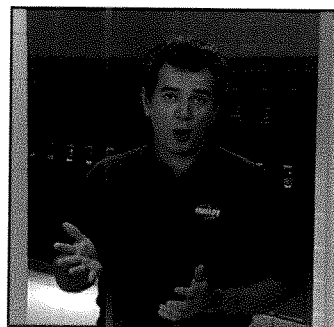
TRANSMISSION

The most common ways bloodborne pathogens can get inside and infect your body are:

- Having sex with an infected person
- Sharing needles to inject drugs.

In a school environment, it's more likely they would enter...

- Through the mucous membranes of your mouth, eyes and nose if you were splashed with infected blood
- If infected blood contacts broken areas of your skin caused by dermatitis, acne, cuts, nicks or abrasions—even ones you can't see
- If you accidentally injure yourself with a sharp object contaminated with infectious material, such as:
 - ▶ Needles
 - ▶ Scalpels
 - ▶ Broken glass
 - ▶ Wire
 - ▶ Anything that can pierce your skin.



REMEMBER: Exposure does not mean you'll automatically be infected. Most people exposed to BBPs never become infected.

AWARENESS! ATTITUDE! ACTION!

PPE PROTECTION

Awareness!

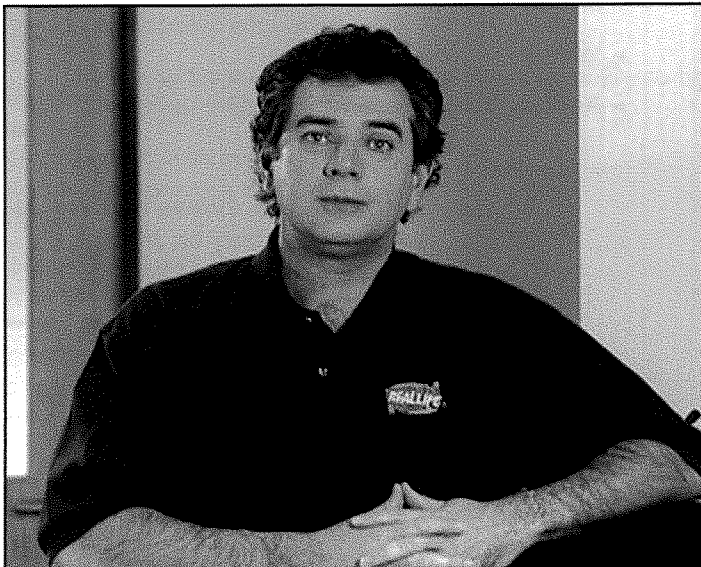
- Know what BBPs are.
- Be aware of conditions that may pose a threat of infection.
- Know how to avoid infection.

Attitude!

- Safety is an attitude.
- With the wrong attitude, your awareness becomes meaningless.
- Don't be lazy or careless when it comes to protecting yourself.

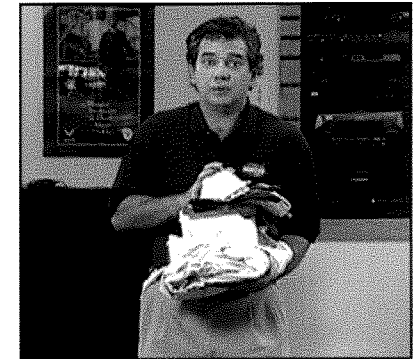
Action!

It's the actions you take to protect yourself that will reduce, if not eliminate, your risks of being exposed to infectious materials. Some of the things you can do:



PPE

- Your first barrier of protection includes:
 - ▶ Gloves
 - ▶ Eyewear
 - ▶ Face shield
 - ▶ Smock or apron.
- Your school will:
 - ▶ Provide whatever PPE you need
 - ▶ Train you how to use it properly
 - ▶ Maintain, replace or dispose of PPE as required.
- WEAR IT! DON IT! PUT IT ON! — It's your job to use PPE.
- Make sure all PPE fits properly and is in good working condition. Damaged or loose-fitting PPE does not protect you.
- Check gloves and masks for cracks or tears.
- Check eyewear and face shields for cracks.
- Bring any damaged PPE to the attention of your supervisor to be repaired or replaced immediately.
- Properly use and dispose of PPE.
- Bandage cuts before putting on gloves.
- Disposable single-use gloves should never, ever, without exception be used more than once.
- Heavy-duty utility gloves can be reused after thorough washing or decontamination.
 - ▶ If they are cracked or torn, they too must be thrown out.
- While wearing gloves, avoid rubbing your face, especially your eyes, nose or mouth.



- Remove PPE according to the training you receive:



- ▶ Make sure your bare skin does not come in contact with the exterior of used gloves or other contaminated PPE.
- ▶ Use appropriate disposal containers when discarding PPE.
- ▶ Once PPE has been removed, wash your hands thoroughly:
- ▶ Wet your hands.
- ▶ Use a non-abrasive soap.

- ▶ Build a good lather.
- ▶ Rub your hands together for at least fifteen seconds.
- ▶ Be sure to get around fingernails and under rings.
- ▶ Keep your fingers pointing downward as you rinse so that the water, which is flushing away contaminants, will run off your hands instead of up your arms.
- ▶ Dry with disposable towels.



- If a hand-washing facility is not available, use a hand sanitizer until you can get to a sink.

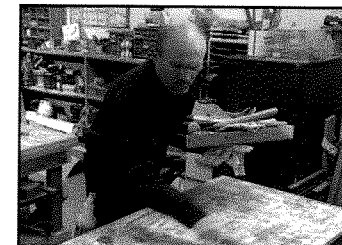
These are the physical and mechanical systems employed to eliminate hazards:

- Hand-washing facilities with disposable towels
- Sharps disposal containers
- Safer medical devices, including:
 - ▶ Sharps with engineered protection devices
 - ▶ Needleless systems.

Good Housekeeping

Keep your work areas clean to reduce your potential for exposure.

- Maintenance and janitorial staff may have regular contact with potentially infectious substances.
- Such substances can be anywhere you have to clean:
 - ▶ Countertops
 - ▶ Desks
 - ▶ Toilets
 - ▶ Sinks
 - ▶ Trash containers.



Safe Work Procedures

Here are some safe work procedures to follow:

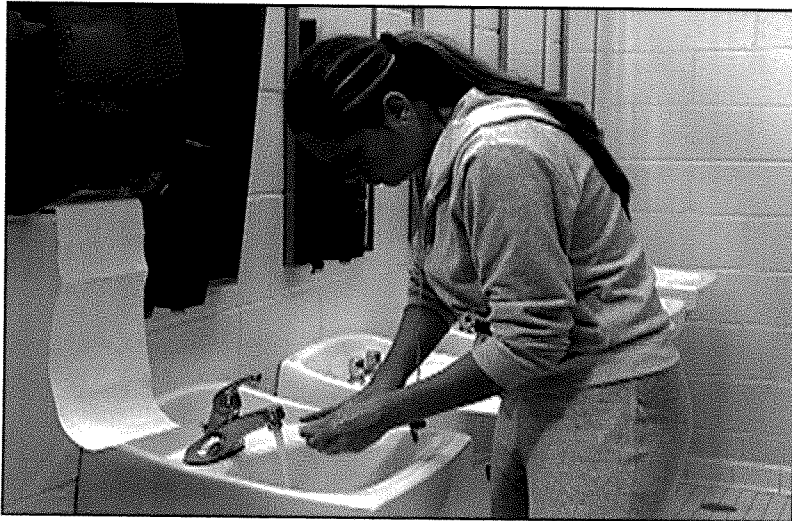
- Always wear gloves.
- Wear a smock or apron when cleaning larger spills of blood or bodily fluids.
- Be alert for sharp objects when emptying trash containers.
- Never smash down overflowing containers with your hands or feet.
- Carry trash bags away from your body to avoid being stuck with an unseen sharp.
- Never pick up broken glass with your hands.
- Use a brush and dustpan, tongs or forceps.
- Place contaminated sharps in a puncture-resistant, leak-proof container.
- Dispose of contaminated sharps according to your school's policy.
- Don't attempt to clean up blood or other bodily fluids unless you are trained and authorized to do so.
- Spills should be:
 - Absorbed with a paper towel to avoid spreading
 - Cleaned with an approved cleaning agent.



Exposure Control Plan

Accidents do happen. But by keeping a cool head, there are steps you can take to minimize the risk of further exposure.

- Follow your school's Exposure Control Plan when dealing with any accident.
- Assess the situation.
- A person with a minor cut should try to stop the bleeding themselves.
- If they need help, apply pressure to the wound.
 - ▶ Use your PPE to avoid direct contact with the blood.
- If you do get blood or other bodily fluids on your skin, wash the area immediately.
- Flush eyes, nose or mouth with running water at a sink or an eyewash fountain.
- Always wash your hands after an incident, whether you are wearing gloves or not.



- Have another employee notify your school's nurse or healthcare professional.
- Once bleeding is under control, keep the victim quiet and comfortable until help arrives.
- Shut off any machinery that injured or trapped the victim.
- Perform CPR only if you are trained to do so.
 - ▶ Avoid unprotected mouth-to-mouth resuscitation, as the victim may have blood or bloody vomit in the mouth.
 - ▶ Keep a pocket mask on hand.
- Report any incidents right away so that post-exposure evaluation, counseling and any necessary treatment can begin.
- Document any sharps injury according to your school's Exposure Control Plan.

TEST YOUR KNOWLEDGE

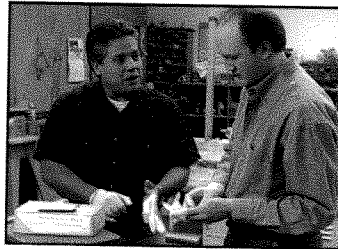
This segment puts some of our workers into various situations to see if they can make it through safely.

Situation 1



Here we see George, the wood shop teacher, helping one of his students who just cut himself. Pat, the machine shop teacher, is checking to see if George needs any help. What do you think?

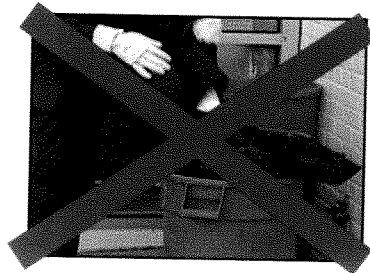
Pat needs to remind George about using gloves. Just because you are working with children, remember that they too can be infected with a BBP and never know it.



Situation 2

The janitor is preparing to take the trash out to the dumpster. Can you point out what he's doing wrong, if anything?

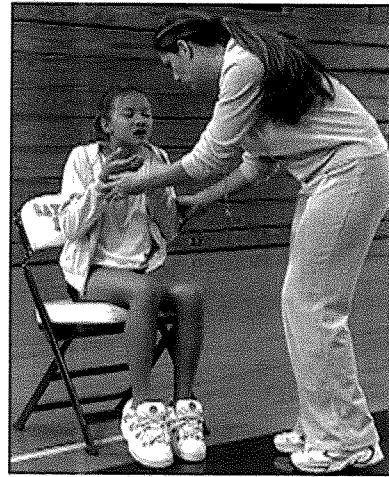
1. He shouldn't carry the bag over his shoulder. Any sharp material could break through the bag and puncture him. He should carry the bag away from his body.
2. He shouldn't push the material down with his feet. This is another way to get punctured or cut by material in the bag. Never use your hands or feet to push material into the garbage container.



TEST YOUR KNOWLEDGE

Situation 3

Tina, the Phys. Ed. teacher, has a student with a bloody nose. She checked her hands for cuts before putting on the gloves. Is she ready to provide first aid to the student?



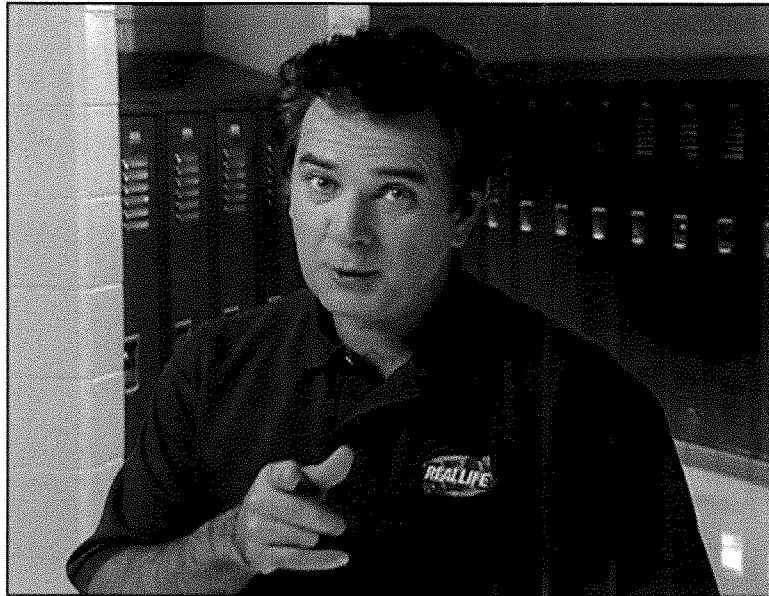
Not quite. There's one last thing she should do and that is check the gloves for holes or tears. If the gloves are okay then she is ready to help the student. If she notices a tear, she'll get new gloves and check them as well.



SUMMARY

Practice the three A's — Awareness, Attitude and Action. By remaining aware of the dangers around you, keeping a safety first attitude and taking the necessary actions to protect yourself, your chances of being exposed to a BBP at school will have been greatly reduced. Remember to:

- Use PPE.
- Wash your hands after handling blood or materials containing blood.
- Maintain good housekeeping practices.
- Familiarize yourself with your schools Exposure Control Plan.



QUIZ



1. True False Bloodborne pathogens are a threat that anyone exposed to blood or other bodily fluids might face.
2. True False The hepatitis B virus can go unnoticed in an infected person.
3. True False A protective vaccine for HCV exists.
4. True False People infected with HIV always show symptoms right away.
5. True False In many cases, HIV-infected people go on to develop AIDS.
6. True False You can usually tell if someone's carrying a bloodborne pathogen just by looking at him or her.
7. True False If you're exposed to a BBP, you're automatically infected.
8. True False Personal Protective Equipment is your first line of defense against BBPs.
9. True False When washing your hands to remove contaminants, you should make sure your fingers are pointing upward.
10. True False When using protective gloves, you should bandage any cuts on your hands before putting them on.
11. True False Using a hand sanitizer is good enough to clean your hands after an incident.
12. True False You should always wash your hands after an incident.
13. True False If you ever intend to give CPR, and are trained to do so, you should carry a pocket mask to avoid direct contact with the victim's blood or bodily fluids.
14. True False Never smash down overflowing trash containers with your hands or feet.
15. True False Contaminated sharps should go in the regular trash at your facility.
16. True False When dealing with any accident, you should first assess the situation.
17. True False If you don't agree with parts of your facility's Exposure Control Plan, you should follow your instincts and ignore the ECP.
18. True False Spills should be absorbed with a paper towel, then cleaned with an approved cleaning agent.
19. True False In a pinch, it's okay to use disposable single-use gloves at least a few times.
20. True False Don't attempt to clean up blood or other bodily fluids unless you are trained and authorized to do so.

ACKNOWLEDGEMENT OF TRAINING

I have read and understand the training handbook, *Real, Real-Life for Schools: Bloodborne Pathogens*. I have also completed and passed the comprehensive quiz at the conclusion of this handbook.

Employee's Signature

Date

Trainer's Name

Date

NOTE: This record may be included in the employee's personnel or training file.