



County of Henrico Human Resources

Verification	Originator	Revised	Issued
Initials	Risk Management	Risk Management	Risk Management
Date	05/01/2015	05/01/2018	05/01/2018

Safety/Loss Prevention Manual

Chapter 8 Exposure Control Plan

Area of Application:	County of Henrico General Government & Schools
Document Location:	http://employees.henrico.us/info/safety-manual/
Revisions	
Rev. No.	Date Description
001	3/15/2017 Addition of new positions, Addendum C, and biohazard waste symbol.
002	5/01/2018 Addition of written Exposure Control Plan Template.

Purpose:

- A. This chapter provides an overview of the County of Henrico Exposure Control Plan (ECP). The written ECP template will help affected departments comply with the Virginia Occupational Safety & Health Standard, 29 CFR 1910.1030, Bloodborne Pathogens. Compliance to the ECP will minimize employee exposure to harmful microorganisms that could be present in human blood and certain Other Potentially Infectious Materials (OPIMs). Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV) are of the most concern. Without using the precautions outlined in the ECP, these viruses, plus others, can infect employees who are, or may be, exposed to human blood and other body fluids during a work shift.
- B. The most likely routes of entry for these viruses are needlestick injuries and direct contact of blood and OPIMs with the mucous membranes and non-intact skin. Occupational transmission of HBV and HCV occurs much more frequently than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents, the lethal nature of HIV requires that all possible measures be used to prevent exposure of workers.
- C. All County employees may obtain a copy of their respective Department's ECP within 15 days of his/her request to the Director of their Department, or his/her designee.
- D. The components of a written Exposure Control Plan are:
 1. Exposure Determination
 2. Methods of Compliance
 3. Hepatitis B Vaccination Policy
 4. Procedures for Evaluation and Follow-up of Exposure Incidents
 5. Employee Training
 6. Record keeping Procedures
 7. Exposure Control Plan Review Procedures

Scope:

This ECP applies to all County of Henrico employees who may be exposed to blood or OPIMs as a part of their job duties.

Program Administration:

With guidance from the Office of Risk Management, each affected Department will establish a written, site-specific ECP using the template provided in the County's Safety Manual. Each completed ECP shall address the needs of the specific Department.



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The tables below list all currently affected County of Henrico employees:

Employees Covered by the Exposure Control Plan: (Full and Part-time Positions)

1. Community Corrections

Director of Community Corrections	Senior Management Specialist
County Probation Officer	Pretrial Services Officer
Drug Court Clinician	

2. Department of Public Utilities: Solid Waste Division

Automotive Service Worker I-II	Utility Superintendent I-II
Preventive Maintenance Technician I-II	Labor Foreman I-II
Laborer (Full and Part Time)	Landfill Attendant (Full and Part Time)
Equipment Operator I-III (Full and Part Time)	

3. Department of Public Utilities: Water Reclamation Facility - Monitoring & Compliance

Section Manager	Section Supervisor
Technician II	Technician I

4. Division of Fire

Battalion Chiefs	Captains
Lieutenants	Firefighters (includes Volunteer Firefighters)
Division Chiefs	



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5. Division of Police

Chief	Captain
Major	Command Sergeant
Lieutenant	Police Officer
Sergeant	Crossing Guard
Police Aide	Animal Protection Supervisor
Relief Crossing Guard	Identification Technician
Sr. Animal Protection Officer	Animal Shelter Custodian
Property Technician	Volunteer/Law Enforcement Explorer
Records Unit Personnel (Police Support Tech I)	

6. General Services – Buildings & Grounds

Senior Plant Maintenance Mechanic	Plant Maintenance Mechanic
Custodian I, II, III	Security Officers

7. Henrico Juvenile Detention

Detention Counselor	Superintendent
Assistant Superintendent	Detention Supervisor
Outreach Worker	Registered Nurse
Custodian	Outreach Coordinator
Office Assistant III	



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8. James River Juvenile Detention Center

Superintendent	Assistant Superintendent
Detention Supervisor	Detention Counselor
Social Worker II	MH/MR Clinician
Senior Cook	Detention Food Service Manager
Registered Nurse	Custodian I
Plant Maintenance Mechanic	Building Superintendent
Office Assistant III	Administrative Assistant

9. Mental Health & Developmental Services

Case Manager	Training Specialist
Training Assistant	Marketing Specialist
Residential counselor	Clinician
Nurse	CSS Supervisor
Sr. CSS Supervisor	Business Supervisor
Relief Staff / Courier	Clinical Supervisor
Program Manager	Program Coordinator
Office Assistant (Limited)	Group Home Supervisor
Group Home Worker	Infant Development Specialist
Institutional Physician	Support Services Specialist



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10. Recreation and Parks

Recreation Manager	Recreation Program Supervisors
Recreation Program Coordinators I & II	Recreation Field Supervisors
Recreation Center Supervisors	Museum Technicians
Recreation Instructors	Recreation Aides
Bus Drivers	Recreation Sports Supervisors
Summer Playground & Camp Staff	Senior Recreation Coordinators

11. Schools

Plumber	Senior Plumber
Plumbing Foreman	Clinic Attendant
Custodial Workers	Custodian I
Custodian II	School Nurse/RN
Occupational Therapist	Physical Therapist
Athletic Coaches	Teachers of the Preschool Developmentally Delayed
Persons assigned at each site to provide First-Aid	

12. Sheriff's Office/Jail

Sheriff	Office Assistant I, II, III, IV,
Chief Deputy Sheriff	Senior Management Specialist
Correctional Major	Storekeeper I, II
Correctional Captain	Librarian I
Correctional Lieutenant	Librarian Assistant II



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Correctional Sergeant	Account Clerk
Correctional Deputy	Inmate Classification Supervisor
Business Manager	Inmate Classification Officer
Management Specialist I	Senior Management Specialist
Administrative Secretary	Physician
Inmate Healthcare Contract Staff	Food Service Contract Staff
Good News Ministry Staff	Offender Aid and Restoration (OAR) Staff

Disclaimer:

Although every effort has been made to ensure this chapter and template addresses all applicable regulations, it is the operational manager's responsibility to ensure all rules and regulations are identified and followed.