



**County of Henrico**  
**Office of Emergency Management**  
**And Workplace Safety**

Verification	Originator	Revised	Issued
Initials	EMWS	EMWS	EMWS
Date	05/01/2015	05/01/2018	08/01/2019

**Safety Manual**

**Chapter 8 Exposure Control Plan**

<b>Area of Application:</b>	County of Henrico General Government & Schools	
<b>Document Location:</b>	<a href="http://employees.henrico.us/info/safety-manual/">http://employees.henrico.us/info/safety-manual/</a>	
<b>Revisions:</b>		
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>
001	03/15/17	Addition of new positions, Addendum C, and biohazard waste symbol.
002	5/01/18	Addition of two written Exposure Control Plan Templates.

**Purpose:**

- A. This chapter provides an overview of the County of Henrico Exposure Control Plans (ECPs). The written ECP templates, one for regular exposure risk and one for incidental exposure risk, will help affected departments comply with the Virginia Occupational Safety & Health Standard, 29 CFR 1910.1030, Bloodborne Pathogens. An effective 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 a person's mucous membranes and/or 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 serious 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:**

The ECPs apply to all County of Henrico employees who may be exposed to blood or OPIMs while performing typical job duties, or as incidental exposure.



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Program Administration:

With guidance from the Office of Emergency Management and Workplace Safety (EMWS), each affected Department will establish a written, site-specific ECP using one of the templates provided in the County's Safety Manual. Each completed ECP shall address the needs of the specific Department.

The table below lists all County of Henrico employees designated with anticipated or incidental risk:

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

**1. Community Corrections**

<b>Director of Community Corrections</b>	<b>Senior Management Specialist</b>
<b>County Probation Officer</b>	<b>Pretrial Services Officer</b>
<b>Drug Court Clinician</b>	

**2. Department of Public Utilities: Solid Waste Division**

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

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

<b>Section Manager</b>	<b>Section Supervisor</b>
<b>Technician II</b>	<b>Technician I</b>

**4. Division of Fire**

<b>Battalion Chiefs</b>	<b>Captains</b>
<b>Lieutenants</b>	<b>Firefighters (includes Volunteer Firefighters)</b>
<b>Division Chiefs</b>	



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**5. Division of Police**

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

**6. General Services – Buildings & Grounds**

<b>Senior Plant Maintenance Mechanic</b>	<b>Plant Maintenance Mechanic</b>
<b>Custodian I, II, III</b>	<b>Security Officers</b>

**7. Henrico Juvenile Detention**

<b>Detention Counselor</b>	<b>Superintendent</b>
<b>Assistant Superintendent</b>	<b>Detention Supervisor</b>
<b>Outreach Worker</b>	<b>Registered Nurse</b>
<b>Custodian</b>	<b>Outreach Coordinator</b>
<b>Office Assistant III</b>	



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**8. James River Juvenile Detention Center**

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

**9. Mental Health & Developmental Services**

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



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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/Jails**

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
Correctional Sergeant	Account Clerk



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

**12. Public Libraries**

<b>All Full-time/Part-time Staff</b>	
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**Disclaimer:**

Although every effort has been made to ensure this Chapter addresses all applicable regulations, it is the responsibility of each department to maintain compliance.