

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Universal Precautions/ Standard Precautions	Code: HS190
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PURPOSE: To provide a common set of standards to ensure safety in the workplace, to inform employees as to the policies and procedures relating to contact with body fluids, and to prevent the transmission of communicable or infectious diseases. It is strongly recommended that all staff be immunized with the Hepatitis B vaccination. Gloves are not necessary for contact with intact skin.

DEFINITIONS: **Universal Precautions or Standard Precautions mean the same thing.** It is a method of infection control in which all human body fluids are treated as if they are known to be infectious.

Body Fluids – blood, oral secretions, sputum, vomit, urine, feces, wound drainage and any other body discharge.

UNIVERSAL PRECAUTIONS/STANDARD PRECAUTIONS:

1. Accidental Exposure to Body Fluids:

- 1.1. If contamination of intact skin with body fluid occurs, wash with soap and water.
- 1.2. If it is a puncture wound let it bleed freely and treat using first aid (wash thoroughly with soap and water)
- 1.3. If it is blood on broken skin, wash area with soap and water.
- 1.4. If it is mucus membrane exposure, rinse area with plenty of running water.
- 1.5. Notify Supervisor / On-call immediately.
- 1.6. Seek medical attention as advised by a Doctor, Telehealth or local health unit.
- 1.7. Complete an Employee Injury/Near Miss Report as per policy HS010 – Injury/Illness Reporting and/or an Incident Report as per Policy AD082 – Incident Reporting System.

2. Responsibilities:

- 2.1. **Employees shall practice Universal Precautions / Standard Precautions at all times.**

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- 2.2. Avenue II will train employees on Universal Precautions/Standard Precautions, and update as required.
- 2.3. Protective equipment (gloves, goggles and masks), will be made available by Avenue II and are required to be worn wherever body fluids might reach an individual's work clothes, skin, eyes, mouth, or other mucous membranes. A body fluid kit is in each 24 hour home and can be requested from the office or on-call if not available. Please use policy HS191 – Body Fluid Kits, for proper use of the kit.
- 2.4. Gloves and masks are disposable. Discard when used, or if cracked, peeling, torn, or punctured.

3. Hand Washing:

- 3.1. All employees must wash their hands well with soap and water for a minimum of 15 seconds before and after providing personal care of an individual, after using the washroom, after breaks and before and after preparing for meals, and when changing gloves.

4. Disinfection/Decontamination:

- 4.1 Wash hands, put on gloves, and wipe up the body fluid with a paper towel.
- 4.2 Wash the area with soap and water.
- 4.3 Wipe the area with a disinfectant cleanser.
- 4.4 Allow drying time of ten (10) minutes.
- 4.5 Rinse with water.
- 4.6 Place soiled gloves, towels, and other equipment in a plastic bag.
- 4.7 Place the bag into a second plastic bag.
- 4.8 Place the bag in the garbage or appropriate waste site.

5. Gloves Removal:

- 5.1 Gloves must be removed by grasping the cuffs and pulling them off inside out and disposed in a bag that will not be touched by anyone else.

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- 5.2 Remove gloves before touching other objects outside your task.
- 5.3 Wash hands thoroughly after removing gloves.
- 5.4 Avenue II recommends that support workers carry spare non-sterile vinyl gloves in either a pocket or purse for use. Gloves may be obtained through Administration.

6. **Masks and Eye Protection:**

- 6.1 Protect mucous membranes (nose, mouth) and eyes by wearing a mask and/or eye protection during procedures and individual care activities that are likely to generate splashes or sprays of body fluids.
- 6.2 If a splash does occur on the eye or mucous membrane, the area should be washed out immediately under running water for 10 to 20 minutes. Notify your Manager immediately and see medical attention as directed.
- 6.3 In the event that CPR is required, disposable face shields should be used and are available in the First Aid Kits in N.E.I.G.H.B.O.U.R.S. homes and in the offices. It is recommended that support workers carry a disposable CPR mask in their purse or wallet. Ask your Manager for a disposable face shield if you wish to carry one.
- 6.4 Wash hands after removing eye goggles and/or mask.

7. **Sharps Disposal:**

- 7.1 Each home, where required, will have a **biohazard** sharps container. This container will be used to dispose of used **syringes**, **test strips** and **lancets**. Employees should be careful not to place their hand into the container.
 - 7.1.1 If a biohazard sharps container is needed, a request must be put in writing to the appropriate Manager for approval.
- 7.2 Full biohazard sharps containers must be disposed of as per local requirements.
- 7.3 All other used sharps, including broken glass and used razors, are to be placed directly into an appropriate container such as a hard plastic container or coffee can. The container will be sealed with tape when it is full and then put into regular garbage for disposal.

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8. Linen:

- 8.1 Disposable gloves must be worn when handling soiled linen.
- 8.2 All linen soiled with body fluids must be washed immediately in a separate load from other linens. Materials such as feces and vomit must be removed from the linen and safely disposed of before putting in the machine.
- 8.3 Roll the linen away from you and into a ball and place into the laundry basket.
- 8.4 Prior to re-using the laundry basket, the basket must be washed with soap and water and wiped with a disinfectant cleanser.