

APPENDIX B: CUSTOMIZED EXPOSURE CONTROL PLAN

Campus Unit:

Position or Person Responsible for the Customized ECP:

[Exposure Determination](#)

[Engineering Controls](#)

[Work Practice Controls](#)

[Personal Protective Equipment](#)

[Housekeeping](#)

[Recordkeeping](#)

[Annual Customized ECP Review](#)

5.0 Exposure Determination

I) A list of job classifications in which all employees in the classification have occupational exposure (examples: nurses, faculty researchers, athletic trainers, residential custodians)

Job Title or Classification	Area/Dept (if a subset)
(ex) Laboratory Technician	(ex)Phlebotomy Lab
(ex) Residence Hall Custodians	

II) A list of job classifications in which some employees have occupational exposure. Each job classification must include a list of all tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs. (examples: custodians where only some employees are required to clean-up spills of potentially infectious materials or medical secretaries where only some employees are required to give first aid)

Job Title or Classification	Area/Dept (if a subset)	Tasks or procedures that have occupational exposure
(ex) Custodian	(ex)Medical Building	(ex) Cleaning a clinical exam room

6.2 Engineering Controls

Engineering controls are physical measures that either remove the hazard or isolate the worker. (examples: sharps containers, biosafety cabinet, mechanical pipetting)

Task(s) or Procedure(s)	Area/Dept (if in subset)	Engineering Control Used	Instruction Location	Maintenance Activities & Schedule
(ex) all work with open containers of blood	(ex)all	(ex)Biosafety Cabinet	(ex)Attached to side of cabinet	(ex)Cleaning – at end of each use with bleach solution, Certification – annual by outside contractor
(ex) cleaning up broken glass	(ex)all	(ex)Sharps Waste Container	(ex)Main housekeeping office	(ex)Inspection for general condition on each use. Replace when 2/3 full.

6.3 Work Practice Controls

Work practice controls are alterations to task or procedure performance that reduce the likelihood of exposure. Include practices required, only if they go beyond the practices listed in section 6.3 of the main program or in the Biosafety Manual.

Work Practice Control

6.4 Personal Protective Equipment

List the personal protective equipment used by employees in the Campus Unit. Any training provided on PPE use should be documented under Recordkeeping on page 25.

PPE	Intended Use	Disposal or Decontamination	Storage Location
(ex) exam gloves	(ex) any procedure involving potentially infectious materials	(ex) dispose with infectious waste	(ex) benchtop and under sink
(ex) utility gloves	(ex) when using tools to clean-up a spill	(ex) decontaminate for 10 minutes in a commercial cleaner ABC	(ex) main housekeeping office

7.0 Housekeeping

The Campus Unit will maintain a written schedule for cleaning and decontamination, based on: location, surfaces, soil present, and tasks.

Area	Surface/Item	Disinfectant to Use	When to Disinfect	Location of Disinfectant Supplies
(ex) Science Bldg Room #111	(ex)all countertops and equipment other than the biosafety cabinet	(ex)10% household bleach in water, mixed and used within 24 hours	(ex) at the end of the work shift or when surfaces are visibly contaminated	(ex) under sink
(ex) all – except food service areas: consult supervisor	(ex)all – except carpets: consult supervisor	(ex)commercial cleaner ABC	(ex) whenever cleaning a spill of potentially infectious materials	(ex) housekeepers main office

11. Recordkeeping

Training records will be maintained for at least 3 years from the date that training occurred. EHS will maintain records of all EHS conducted training. The Campus Unit will maintain records of the training conducted by their employees; they may also maintain records of EHS training.

Name	Job Classification	Date of Assignment	Initial Training Date	Date HepB Vaccine Offered	Other Campus Unit Training
(ex) Minnie Mouse	(ex)Laboratory Technician	(ex)1/4/10	(ex)1/7/10	(ex)1/7/10	(ex)3/1/10 – Blood collection procedure – Conducted by D.Duck, PI

Annual ECP Review

The review must:

- 1) Occur at least annually.
- 2) Updates must be made to reflect: changes in affected employee positions, new or modified tasks/procedures and changes in technology that eliminate or reduce exposure.
- 3) Document consideration and implementation of commercially available safer medical devices.
- 4) Solicit information on engineering and work practice control effectiveness from non-managerial employees who participate in the program. This solicitation must be documented.

Date	Name of Evaluator	Changes (yes/no)	If yes, what changes were made	Safer Medical Devices – Considered and Decision	Non-Managerial Input Solicited
(ex)3/10/10	(ex)Donald Duck	(ex)Yes	(ex)Added new Asst. Lab Tech position to ECP	(ex)Reviewed current phlebotomy options – no changes	(ex)Pluto, Lab Tech – suggestions: reviewed blood collection procedures – no changes suggested
(ex)4/15/10	(ex)Donald Duck	(ex)Yes	(ex)Added new disinfectant to cleaning procedure	(ex)Housekeeping – not applicable	(ex)Pluto, housekeeper – suggestions: add new disinfectant to cleaning procedure