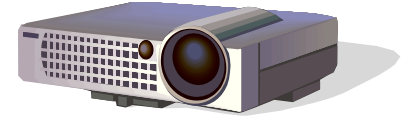


PowerPoint Training Program – Bloodborne Pathogens



For employees exposed to bloodborne
pathogens at work

Instructor's Guide

Purpose of This Training Module

You may use this slide presentation to comply with the training requirements of the WISHA bloodborne pathogens regulations (WAC 296-823). You can read the training requirements in the rule at the end of this guide.

The topics covered in this module are those required in the rule. However, you may use different materials that cover these topics if you believe that they will be more effective.

Getting Ready

1. Resources and materials you will need:

- A quiet room with basic accommodations for comfort of participants
- Computer and projector for PowerPoint presentation
- Copies of the handouts (optional)
- Certificates to hand out to the class as proof of attendance (optional)
- A training roster to pass around for your records (recommended)

2. Review the presentation materials.

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office (see page 3) for assistance before you give your first presentation.

3. Customizing the presentation.

- The information contained in this module applies to all workplaces. However, you are also required to include information about specific conditions that exist at your workplace. Several slides indicate where workplace-specific information should be included. **Just using the training module without the workplace-specific information will not satisfy all training requirements.**
- If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be

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modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.

- If you use the PDF paper version, the slides cannot be changed, but you can provide the workplace specific information orally or as paper handouts.

4. Prepare the materials and schedule the class

- If you have a computer video projection system, all you need to do is check to make sure the presentation works and make copies of the handouts.
- Schedule the class for a date and time convenient to most people. If you want many employees and supervisors to participate, try not to make groups larger than 15 attendees.

Presenting the Training

Give the presentation

You can use your own words rather than just reading from the script.

Ask for participation

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, their exposure to bloodborne pathogens, use of personal protective equipment and any suggestions they may have on how to reduce their exposure to bloodborne pathogens.

Questions and answers

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on bloodborne pathogens, you can still answer the important questions about the way that your company is addressing employee exposure to bloodborne pathogens. If any questions on bloodborne pathogens or needlesticks are asked that you need help answering, you can contact your local L&I office listed on the following page.

Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

Getting help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, contact your local L&I office listed below for assistance:

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| City | Phone Number | City | Phone Number |
|--------------|--------------|----------------|--------------|
| Bellingham | 360-647-7300 | Tacoma | 253-596-3800 |
| Everett | 425-290-1300 | Tukwila | 206-835-1000 |
| Kennewick | 509-735-0100 | Tumwater | 360-902-5799 |
| Mount Vernon | 360-416-3000 | Vancouver | 360-896-2300 |
| Seattle | 206-515-2800 | East Wenatchee | 509-886-6500 |
| Spokane | 509-324-2600 | Yakima | 509-454-3700 |

Training Requirements in the Bloodborne Pathogens Rule

WAC 296-823-12005

Provide training to your employees

You must

- Make sure all employees with occupational exposure participate in a training program that is:
 - Provided at no cost to them
 - Conducted during compensated working hours.
- Provide training when any of the following occur:
 - Before assigning tasks where occupational exposure might occur
 - At least annually and within one year of the previous training.
- Make sure the content and vocabulary of your training materials are appropriate to the educational level, literacy, and language of your employees
- Make sure the person conducting the required training is knowledgeable about the subject matter as it relates to your workplace
- Make sure the training program contains at least the following elements:
 - An accessible copy of this chapter and an explanation of the contents

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- A general explanation of the epidemiology and symptoms of bloodborne diseases
- An explanation of how bloodborne pathogens are transmitted
- An explanation of your exposure control plan and how the employee can obtain a copy of the written plan
- An explanation of how to recognize tasks and other activities that could involve exposure to blood and other potentially infectious materials (OPIM)
- An explanation of the use and limitations of methods that will prevent or reduce exposure including:
 - Equipment and safer medical devices
 - Work practices
 - Personal protective equipment
- Information about personal protective equipment (PPE) including:
 - The types
 - Proper use and limitations
 - Selection
 - Location
 - Putting it on and taking it off
 - Handling
 - Decontamination
 - Disposal
- Information about the hepatitis B vaccine, including:
 - Information about its effectiveness
 - Safety
 - Method of administration

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- The benefits of being vaccinated
 - Offered at no cost to the employee for the vaccine and vaccination
- Information about what actions to take and persons to contact when exposure to blood or OPIM occurs outside of the normal scope of work
- An explanation of the procedure to follow if an exposure incident occurs, including:
- The method of reporting the incident
 - The medical evaluation and follow-up that will be available
- Information about the post-exposure evaluation and follow-up procedure following an exposure incident
- An explanation of the signs and labeling or color-coding required by this chapter
- An opportunity for interactive questions and answers with the trainer at the time of the training session.



Note:

This may be person-to-person, by telephone, or by e-mail, as long as the employee can both ask and receive answers during the training session.

WAC 296-823-12010

Provide additional training

You must

- Provide additional training when you add or change tasks or procedures that affect the employee's occupational exposure.



Note:

This training may be limited to the changes in tasks and procedures.

WAC 296-823-12015

Maintain training records

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You must

- Maintain training records for 3 years from the date of the training
- Include the following information in your training records:
 - Dates of the training sessions
 - Contents or a summary of the training sessions
 - Names and qualifications of persons conducting the training
 - Names and job titles of all persons attending the training sessions.
- Provide these employee-training records upon request for examination and copying to any of the following:
 - Employees
 - Employee representatives.