



## Safe Work Practice (SWP)

<b>Name of Task:</b> Handling Blood & Body Fluids	
<b>Department/Unit:</b> This practice applies to all employees who may be exposed to blood or body fluids.	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b> Gloves Required	
<b>Hazards:</b> Biological Hazards	
<b>Required Training</b>	N/A
<b>Steps to be taken to complete task safely</b>	
1	<b>CAUTION:</b> Avoid direct contact with blood and body fluids. This includes mucous membranes, broken, burned or broken skin
2	Always wear gloves for handling items or surfaces soiled with blood or body fluids.
3	Wear gloves if you have scraped, cut, or chapped skin on your hands.
4	Change your gloves after each use.
5	Wash your hands and other skin surfaces immediately after they come in contact with blood or body fluids
6	<b>NOTE:</b> If gloves are not available attempt to prevent direct contact with secretions by using a barrier such as paper towel, several layers of facial tissue, an article of clothing, etc. Have the affected individual handle the absorbent material if possible.
7	<b>PRECAUTIONS:</b> What should I do if I am exposed?
8	Wash your hands immediately after any exposure to blood or body fluids, even if you wear gloves.
9	If you get splashed in the eyes, nose, or mouth, flush with water
10	If you are pricked by a needle (needlestick), contact your doctor right away for further advice
11	<b>Reference Material:</b> <a href="http://www.webmd.com/a-to-z-guides/blood-and-body-fluid-precautions-topic-overview?page=3">http://www.webmd.com/a-to-z-guides/blood-and-body-fluid-precautions-topic-overview?page=3</a>
<b>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</b>	
<b>Responsibilities, Completion and Review</b>	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
<b>Completed by and Date:</b>	<b>Approved by:</b>
<b>Last Reviewed / Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*