

**TOWN OF BLOOMFIELD**  
**BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**  
**SUMMARY OF RESPONSIBILITIES**

**Position(s):**

Bloodborne Pathogens Program Administrator

**Responsibilities:**

- Responsible for implementation of the Plan. Maintains, reviews and updates the Plan at least annually to include new or modified tasks and procedures.
- Reviews new hires and transfers to assure appropriate levels of training.
- Ensures effective implementation of new procedures and products for determination of OSHA compliance and applicability to Town operations.

**Positions:**

Departmental BBP Coordinators

**Responsibilities:**

- Maintains and provides all necessary personal protective equipment, engineering controls, labels.
- Responsible for bloodborne pathogen exposure and hepatitis B vaccination training, documentation of training, making Plan copies available.
- Ensures that at-risk employees either receive hepatitis B vaccination or complete declination form.
- Responsible for training in the use of personal protective equipment.
- Responsible for ensuring that all appropriate work areas and vehicles have necessary personal protective equipment.
- Inspects, maintains and continuously monitors department's sharps containers, if applicable.
- Ensures proper labeling of department's regulated waste or contaminated equipment.
- Organizes movement of hazard waste within the system.
- Acts as department's contact for exposure incidents, making sure employee receives medical consultation/treatment; responsible for incident investigation.
- Ensures that health care professional responsible for vaccinations and post-exposure evaluation/follow-up is given a copy of OSHA's BBP standard.
- Ensures that health care professional evaluating an employee after an exposure incident receives relevant exposure information.
- Ensures that appropriate employee health records (including vaccination declination, if any) are maintained.
- Responds to proper requests for employee medical records

**Departments:**

Human Resources

**Responsibilities:**

- Ensures that OSHA-required records are maintained.
- Notifies BBP Administrator of new hires or transfers into positions that are at-risk locations.
- Posts Bloodborne Pathogens Exposure Control Plan on employee intranet and on public internet.