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INCIDENT REPORTING FOR EXPOSURE TO POTENTIALLY INFECTIOUS MATERIAL

It is important that faculty, staff and students understand the necessity for prompt action following any occupational exposure to potentially infectious material. An exposure incident to bloodborne pathogens or other potentially infectious material is defined as contact with the eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact via a sharp or needle that occurs during the performance of assigned duties. The response to an exposure incident as previously defined is as follows.

1. Immediately wash the exposed area with soap and water. If the exposed area is the eye, flush with water only for 15 minutes.

NOTE: It is not advisable to apply alcohol, bleach or other disinfectants to the exposed area. Wash with soap and water.

2. Promptly report the incident to your supervisor.

NOTE: If the supervisor is not available, immediately proceed to step 3.

3. Immediately report for treatment

- 3.1 During business hours (8 AM – 5 PM Monday-Friday) report to Employee Health Services Clinic, Suite 500.59, Medical Arts Building, 3708 Fifth Avenue, phone: 412-647-3695

- 3.2 Weekends, holidays, and non-business hours report to UPMC Presbyterian Hospital, Emergency Department

NOTE: Post-exposure prophylaxis may be recommended in the event of a high-risk exposure as defined by the CDC. Treatment is most efficacious when initiated within one hour of exposure. Exposure risk is determined by a trained occupational health practitioner. Therefore, prompt medical attention is key.

4. The exposed individual and the supervisor must fill out the Employer's Report of Occupational Injury or Disease Form (ODIC-334) and file with Worker's Compensation within 48 hours. The supervisor must also complete and submit the Sharps Injury Report Form and forward to EH&S.

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BIOLOGICAL MATERIAL SPILLS

Each Principal Investigator/laboratory director must develop specific spill cleanup methods tailored to the biological agent(s), quantities, and procedures being implemented in the lab, and ensure that the appropriate spill response material is immediately accessible.

1. Minor Biological Spills

- 1.1 A Minor Biological Spill is one that the laboratory staff is capable of handling safely without the assistance of EH&S or emergency personnel. Minor biological spills involve BSL1 materials or releases of a small volume of BSL2 material inside a biological safety cabinet or other biocontainment device.
- 1.2 If the spill occurred inside a biological safety cabinet, close the sash and allow the cabinet to operate for at least 15 minutes before proceeding with the spill cleanup.
- 1.3 Alert people in area of spill and secure the affected area.
- 1.4 If any material has been splashed on you, follow the Procedure for Exposure to Potential Infectious Material found in the Manual.
- 1.5 Remove and disinfect any contaminated clothing.
- 1.6 If you have not been exposed, don the appropriate personal protective equipment for the cleanup operation, which include at a minimum liquid barrier gloves, safety glasses, and lab coat.
- 1.7 Cover the spill with paper towels or other absorbent material to prevent further aerosolization.
- 1.8 Pour an approved disinfectant gently over the covered spill, working from the outside inwards.
- 1.9 Wait at least 15 minutes for the disinfectant to penetrate through the contained spill and achieve the required contact time for disinfection.
- 1.10 Do not utilize hands if glass or other sharps are involved in the spill. Use a tool (e.g. shovel, forcep) to remove the absorbent material and debris. Place in a biohazard bag for autoclaving and subsequent disposal.
- 1.11 Clean the original spill area with detergent.
- 1.12 Notify your supervisor of the incident.

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2. Major Biological Spill

- 2.1 A Major Biological Spill is one that requires assistance of safety and emergency personnel. Major Biological Spills involve releases of BSL2 or higher materials outside of a biological safety cabinet, or spills of such materials that involve excessive splashing or aerosolization.
- 2.2 Alert people in the laboratory and secure laboratory to eliminate entrance of additional personnel.
- 2.3 If any material has been splashed on you, if you have been exposed, or if any of your personal protective equipment has been breached, follow the Procedure for Exposure to Potentially Infectious Material found in this Manual.
- 2.4 Remove and disinfect any contaminated clothing.
- 2.5 Notify your supervisor and the Department of Environmental Health and Safety (Biosafety Officer) at 412-624-9505 of the incident.
- 2.6 If the situation involves an imminently life-threatening injury, a release to the external environment or other catastrophic potential, call 412-624-2121.
- 2.7 Have persons knowledgeable of incident and laboratory available to assist EH&S responders and/or emergency personnel.