

Guidelines for the annual review of the BBP Exposure Control Plan

Why Review? Specified in Regulation: [29 CFR 1910.1030 \(c\)\(1\)\(iv\)](#)

The **Exposure Control Plan** shall be reviewed and updated at **least annually** and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

Check off as each task is completed; keep this form in your files

- ☐ Reflect changes in technology that eliminate or reduce exposure to blood borne pathogens; and
- ☐ Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.
- ☐ An employer, who is required to establish an *Exposure Control Plan* shall solicit input from non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and

In addition the employer shall:

- ☐ Update the list of all job classifications in which all employees in those job classifications have occupational exposure; 1910.1030(c)(2)(i)(A)
- ☐ Check that the specified *Exposure Control program manager* is current
- ☐ Check that all persons identified in the plan as “potentially exposed” have their names listed in the table of members of the job classifications identified in the plan.
- ☐ Check that potentially exposed individuals have been offered the Hep-B vaccination
 - a. Maintain an inoculation record or a declination for each covered employee
- ☐ Solicit and document a request to covered individuals for their input on the program.
- ☐ Validate that the agency providing response to exposure incidents is still available to provide such services both during and outside normal working hours.
- ☐ Employers shall provide **additional training** when changes or modification of tasks or procedures or starting of new tasks or procedures; affect the employee's occupational exposure. The additional training may be limited to the new exposures created.
- ☐ Add the date of the review to the cover page of the Exposure control plan.

Suggested wording for addition to the ECP cover page:

This document has been reviewed by the person responsible for administration of this program and it has been reauthorized by the (*Municipality/Authority name*) safety committee. A review of possible technology enhancements was conducted and input from the covered employees was requested. The revised document includes the above referenced considerations and was approved on, _____/_____/201____