

Potential Hazard Review

Biological Hazards

- Bloodborne pathogens: Infection/disease (various)
- Bacterial infection: Infection/disease (various)

Physical Hazards

- Striking against: Laceration, puncture, abrasion

Related Safe Work Practices

- Animal and Pest Control
- Injury and Illness Reporting
- Medical Exams, Vaccinations and Records

Personal Protective Equipment

- Disposable clothing (as needed)
- Pick up device (e.g. stick)
- Protective gloves (nitrile, latex or neoprene)
- Protective eyewear or faceshield
- Sharps container

Authority

- CCR Title 8 Section 5193

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This safe work practice has been organized as follows:

1. General
2. Specific situations
 - a. Finding needles
 - b. Cleaning Up Human Or Animal Waste (except for bird droppings)
 - c. Bird Dropping Removal
 - d. Finding Vermin (Lice) Infected Clothing And Blankets
 - e. Finding Used Condoms, Sanitary Napkins, Band-aids, Tampons
 - f. Presence At Emergency/Accident Scene

This SWP is dedicated to helping you avoid an injury or illness from known hazards. You are advised to follow these recommendations, read and follow this SWP and any related SWPs, complete any required or recommended training, and to obtain advice from a Qualified Person if you have any questions.

A Qualified Person is a person **designated** by the employer; and by reason of **training**, experience, or instruction who has demonstrated the ability to perform safely all assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

All tasks require that you:

- Use the equipment in accordance with the guidelines set forth by the manufacturer. This includes following all signs and labels, and reviewing any manufacturer's operating manuals.
 - If the instructions provided in the operating manual conflict with this SWP, then follow the instructions in the manual. The manufacturer's instructions prevail over this SWP.
- Review the safety data sheets (SDSs) for each chemical.
- Be trained on this SWP and those listed above as related. Training on SWPs must be completed before initial assignment, and is required to be reviewed annually.

General

1. Understand the source of infectious agents:
 - a. Needles or other sharp objects contaminated with contaminated blood or body fluids (transferred to employee via needlesticks, or breaks in the skin that come in contact with such fluids).
 - b. Emergency first-aid procedures, such as life resuscitation or controlling blood flow (transferred to employee via splashes into the eyes, or breaks in the skin that come in contact with such fluids).
 - c. Fecal matter, animal or human (transferred to employee via placing unwashed hands into mouth).
2. Ensure you have the proper protective equipment (PPE) needed to do the task (should be available from the Storeroom).
3. Practice "Universal Precautions", that is, when working near infectious materials, treat **all** human and/or animal blood and body fluid substances as if they are infectious.
4. **The most effective infection control procedure is HANDWASHING.** You do not need antibacterial soap and hot water to do this effectively. It has been shown that vigorous hand washing, even with just plain cold water can provide effective

infection control. If water is not readily available, disposable hand washing wipes may be used.

5. If you are exposed to infectious materials material (that is, you get it on or in your body, or inhale it) then do the following. Having a cut, abrasion, rash or minor skin infection, or having blood, body fluids or fecal material splashed into your eyes, or other mucous membranes increases the risks posed by infectious materials:
 - a. **WASH THOROUGHLY.**
 - b. Report the incident to your supervisor.
 - c. Go to the SF Occupational Health Service Clinic for post-exposure follow-up.
 - d. If your skin has been exposed to blood, body fluids or fecal material but have not experienced a needlestick; you do not have a cut, abrasion, rash or minor skin infection; or no material contacted your eye(s), then no further action is required.
 - e. If you are stuck by a needle, please follow the instructions in the Injury and Illness Reporting and Management SWP for reporting needlesticks.
6. To prevent the spread of common illnesses like flu amongst staff, do the following¹:
 - a. Stay at home if you have a fever.
 - b. Frequently and thoroughly wash your hands with soap or use hand sanitizer after coughing, sneezing, and before eating.
 - c. Cough or sneeze into a tissue or shirt sleeve; not your hands.
 - d. Consider getting flu shots.

Specific Situations

Finding Needles

7. Put on disposable gloves.
8. Use a pick up device whenever possible to pick up the needle. Do not use your unprotected fingers.
9. Dispose needles properly.
 - a. Dispose of the needle in a red-colored sharps container.
 - b. Do not attempt to recap, bend, wrap, or otherwise alter the needle apparatus.
 - c. Dispose of the sharps container when $\frac{3}{4}$ full OR quarterly, whichever comes first.
 - d. Dispose of containers at the following Public Health Centers:
Castro-Mission Health Center Chinatown Public Health Center

¹ Memorandum DHR No. 05-2009, Influenza Prevention, 9/16/2009

3850 17th Street
487-7500

1490 Mason Street
705-8500

Maxine Hall Health Center
1301 Pierce Street
292-1300

Ocean Park Health Center
1351 24th Avenue
753-8100

Potrero Hill Health Center
1050 Wisconsin Street
648-3022

Silver Avenue Health Center
1525 Silver Avenue
715-0300

Southeast Health Center
2401 Keith Street
715-4000

Tom Waddell Health Center
50 Ivy Street
554-2940

- e. If a center refuses to accept a sharps container, please provide the details of the interaction to EHS for follow-up.
10. Store sharps containers appropriately. Do not leave them in an area where the public can access them.
11. Remove gloves/wash hands. Remove gloves inside out, and dispose as normal garbage. Wash hands thoroughly.
12. If you find an unusual situation or quantity of needles, contact EHS or call the Department of Public Health's Medical Waste Program (415-252-3800).

Cleaning Up Human Or Animal Waste (except for bird droppings)

13. Put on PPE including disposable gloves and protective clothing as needed (not needed for incidental events).
14. Apply hardener. If the material is runny or soft, custodial staff can apply Non-Sense Relief to harden the material before pick-up.
15. Use pick-up device. Use a shovel, plastic bag, paper toweling, or other appropriate pick up device.
16. Small quantities of materials in general can be buried on site or contained in plastic bags and disposed of in regular trash.
17. Clean equipment with germicide or mild bleach solution.
18. Carefully remove PPE – gloves last – and dispose as normal garbage. Remove gloves inside out.

19. Wash hands thoroughly.
20. If you find an unusual situation or large quantity of material, contact the Department of Public Health's Hazardous Waste Program (415-252-3962).

Bird Dropping Removal

21. If work is in the interior of a building with a ventilation system, seal off all supply and return vents in the room(s) where the work is being performed. Shut down the entire system if reasonable.
22. Notify site staff prior to starting the job. It is best to give them several days notice, and to tell them the scope of the work to be performed, when it will be conducted, and what to expect.
23. Schedule work during hours of minimal facility use.
24. Set up barricades. Prevent staff and public from entering area of work.
25. Use "Universal Precautions" as described in this SWP (see the General section).
26. Saturate the droppings with water. Prevent the debris and any pathogens from becoming airborne. This should be done using a low-velocity mist spray, such as a Hudson sprayer. *Note: Germicides such as bleach have not been proven to be effective at killing pathogens that may be found in bird droppings, and are optional (pending approval by EHS/IPM Program). Safe cleanup is based on minimization of spore dispersal. If you wish to use a germicide, please contact EHS for further assistance.*
27. Do not use a high pressure nozzle. Avoid using a nozzle (such as from a regular garden hose nozzle) or a steam cleaner, as these may scatter the droppings before they can be adequately wetted. An exception to this is for hosing down small amounts of recently deposited droppings from sidewalks and pavement.
28. Once thoroughly wet, tools may be used to remove the droppings, such as brushes, hand scraper, or spatulas.
29. Place droppings into plastic bags for eventual disposal as conventional waste.
30. Dispose personal protective equipment.
31. Thoroughly wash any tools used during the procedure.

32. Wash hands, face or any part of the body that may have been exposed to the bird droppings.

Finding Vermin (Lice) Infected Clothing And Blankets

33. Put on PPE including full Tyvek disposable suit with hood and boots, neoprene gloves, and safety glasses.
34. Pick up items with a shovel, pick-up stick, pitchfork or rake.
35. Dispose properly. Load directly into packer or truck, or place into large plastic bags to be disposed of as normal garbage.
36. Decontaminate equipment using germicide or mild bleach solution.
37. Carefully remove PPE – gloves last – and dispose as normal garbage. Remove gloves inside out.
38. Wash hands thoroughly. If shower facilities are available, shower before leaving work.

Finding Used Condoms, Sanitary Napkins, Band-aids, Tampons

39. Put on PPE including disposable latex gloves.
40. Use a pick up device. Pick up items with a shovel, pick-up stick, pitchfork or rake.
41. Dispose properly. Place into plastic bag and dispose of as regular garbage.
42. Decontaminate equipment using germicide or mild bleach solution.
43. Remove gloves inside out.
44. Wash hands thoroughly. Use soap and water.

Presence At Emergency/Accident Scene

45. Avoid direct contact with blood and body fluids.

46. You are not required to provide medical assistance. You can still help by calling for emergency response personnel, directing them to the site, turning away on-lookers, comforting the injured until the arrival of emergency responders, and providing other non-medical assistance.
47. Wear PPE. If you are trained in first aid and wish to provide assistance, provide first-aid **ONLY** after calling for emergency response. Don personal protective equipment:
 - a. Wear gloves for touching human and/or animal body substances.
 - i. Wash your hands after glove removal. Hand washing is one of the most effective means of infection control.
 - ii. A cut, abrasion, rash or minor skin infection on hands shall be covered with disposable or work gloves while working.
48. Wear protective eyewear and/or face shields during procedures that are likely to generate droplets of body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes.
49. Wear full disposable clothing during procedures that are likely to generate droplets of body fluids that may splash onto clothing.
50. If you have come into contact with body fluids, before leaving the scene, be sure to **WASH YOUR HANDS**.

References:

1. "Procedures for Property Found in Parks and Recreation Facilities", San Francisco Recreation and Parks, September 2006.
2. "Improving Influenza, Pneumococcal Polysaccharide, and Hepatitis B Vaccination Coverage Among Adults Aged" Centers for Disease Control and Prevention: MMWR Recommendations and Reports Volume 54, No. RR-5, April, 2005.
3. "Compendium of Measures To Prevent Disease Associated with Animals in Public Settings, 2005. National Association of State Public Health Veterinarians, Inc. (NASPHV). Centers for Disease Control and Prevention: MMWR Recommendations and Reports Volume 54, No. RR-4, March, 2005.
4. "Compendium of Animal Rabies Prevention and Control, 2005 (NASPHV). Centers for Disease Control and Prevention: MMWR Recommendations and Reports Volume 54, No. RR-3, March, 2005.