

10.3.22

BLOODBORNE PATHOGEN POLICY

WE ARE BLOODY SERIOUS ABOUT WORKER SAFETY.

The best way to deal with an accident is to take precautions to prevent it. However, learning how to respond to an accident is equally important. The potential transmission of bloodborne illnesses makes it critical that every employee-owner understands our Bloodborne Pathogen Policy. It's designed to protect our people, our clients, our Company, our communities, our reputation, and our ability to do business.

It is Company policy to eliminate or minimize employee-owner exposure to bloodborne pathogens in the course of work. Generally, all blood, bodily fluids, and sewage are considered potentially infectious. This policy applies to all employee-owners who have the potential to be exposed to blood or other bodily fluids. Only personnel trained in first aid may contact or treat open wounds, provide resuscitation, clean up spills, or otherwise contact body fluids.

PERSONAL PROTECTIVE EQUIPMENT

All employee-owners who are trained and authorized to provide first aid are required to use the personal protective equipment provided by the Company at no cost. This protection is to be readily accessible at our first aid stations and will include:

- Protective gloves, mask, or eye protection - to be used when working may involve contact with blood or other body fluids and when cleaning up body fluids.
- Disposable, hypoallergenic equipment in appropriate sizes
- Disposable plastic mouthpieces are available in all first aid kits for use in pulmonary resuscitation.

FIRST AID TREATMENT PROCEDURES

First aid providers will wear latex medical gloves and administer first aid operations in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances. When these first aid providers are exposed to blood, body fluids, and potentially infectious materials, they are required to wear approved gloves, eye protection, and any other readily available contamination protection.

After providing treatment or performing cleanup, authorized first aid providers shall remove their protective clothing (gloves last) and wash thoroughly with soap and water. All personal protective equipment used in the treatment will be disposed of and never reused. All materials and equipment should be disposed of properly. Contact the Safety Manager if you need assistance. When hand-washing facilities are not available, they are to use the appropriate antiseptic towelettes until they can use soap and water as soon as feasible. These towelettes will be provided at the first aid station. In cases where contact is made unexpectedly before putting on the protective clothing, wash thoroughly and put on protection before proceeding.

CLEANUP REQUIREMENTS

Any incident location, first aid station, and other blood or body fluid contaminated area will be off-limits to all employee-owners until it is cleaned and decontaminated. Only persons who are trained and authorized first aid providers will clean up all body fluid spills, splatters, etc. The personal protective equipment listed above will be worn during cleanup.

After performing cleanup, employee-owners shall remove their protective clothing (gloves last) and wash thoroughly with soap and water. When hand-washing facilities are not available, employee-owners are to use the appropriate antiseptic towelettes until they can use soap and water as soon as feasible. In cases where contact is made unexpectedly before putting on the protective clothing, wash thoroughly and put on protection before proceeding.

MEDICAL PROVISIONS

Employee-owners who are trained and authorized to provide first aid or who have exposure to untreated sewage will be offered the Hepatitis B Virus (HBV) inoculation at Company's expense. Persons who refuse inoculation are required to sign a form acknowledging refusal of Hepatitis A/B Information Declination Form. Should the employee-owner change his/her mind about accepting the inoculation, at the request of the employee-owner, the company will plan for the shots to be offered.

Employee-owners who have had unprotected contact with potentially infectious body fluids may request, at no cost, appropriate medical testing, follow-ups, and counseling after an exposure incident by our preferred Occupational Medical Clinic.

TRAINING REQUIREMENTS

First aid and CPR training include the provisions explaining bloodborne diseases and their modes of transmission, including compliance with our exposure plan; how to handle exposure incidents; engineering and work practice controls; use of personal protective clothing and equipment; voluntary vaccination program and follow-up programs; and the labeling and sign system.

TRAINING AND MEDICAL RECORDKEEPING

Training records will include the individuals' name, employee-owner number, and date the training was conducted. Records will be kept for three years. The records will also include a copy of the employee-owner's declination form if the employee-owner declines the HBV inoculations.

Medical records will be kept on all employee-owners exposed to bloodborne pathogens for the duration of their employment and thirty (30) years thereafter.