



## **Bloodborne Pathogens Exposure Control Plan Checklist**

This checklist will help identify considerations as your organization develops its Bloodborne Pathogens Exposure Control Plan.

- A plan administrator or person responsible for the plan should be identified. The administrator is responsible for selecting and buying safety equipment, reviewing the plan each year, all training and documentation. This can be more than one person. List the job title rather than the person's name in the written document.
- Identify which positions have "occupational exposure" (see sample policy for explanation).
- Develop a process for evaluating safety needs, products used, and procedures.
- Identify person(s) responsible for disposal of any biohazard items.
- Identify methods for disposal of any biohazard items.
- Develop a process for appropriate employees to receive the Hepatitis B vaccination (if they choose to).
- Identify the health care provider that will provide the Hepatitis B vaccinations.
- Identify the health care provider that will be used to follow-up on an exposure incident.
- Develop procedures for record keeping.
- Identify a method and location for maintaining records.