

BBP ENROLLMENT CHECKLIST AND TRAINING FORM

UNL Bloodborne Pathogen/Exposure Control Plan
Form EHS-BBP-04
(Revised 01/13)

(For assistance, please contact EHS at (402) 472-4925, or visit our web site at <http://ehs.unl.edu/>)

Enrollment tasks for Principal Investigators and Supervisors

- Determine which employees must participate in the Bloodborne Pathogens Program. See Appendix B of the Exposure Control Plan (ECP). If necessary contact EHS to have an Exposure Assessment conducted.
- Ensure that all employees subject to the BBP ECP receive the required training on an annual basis. <http://ehs.unl.edu/onlinetraining/>
- Ensure that employees either receive Hepatitis B vaccination series (if not already vaccinated) or sign a declination statement. See Form EHS-BBP-02 (<http://ehs.unl.edu/forms/#bbp>) for the declination statement.
- Keep a copy of the ECP in a readily accessible place.
- Keep a copy of the Exposure Care Kit (EHS-BBP-03) document readily available to employees.

For research/clinical/diagnostic/teaching labs only:

- Submit Biosafety Protocol Form detailing experimental procedures involving potential exposure to bloodborne pathogens to the IBC. <https://nugrant.unl.edu>
- Print a copy of the ECP and place in Biosafety Manual.

Site-Specific Training Administered by Principal Investigator or Supervisor

(Required annually)

- Review tasks that place your employees at risk of occupational exposure to potentially infected bodily fluids or OPIM.
- Review engineering, administrative, and PPE controls for each at-risk task.
- Provide training for new hazards or tasks added throughout the year.
- Review the following sections of the Exposure Control Plan with staff:
 - 2.1: Communication of Hazards to Employees
 - 2.3: Personal Protective Equipment (PPE)
 - 2.4: Engineering Controls
 - 2.5: Safe Work Practices
 - 2.7: Vaccination and Post-Exposure Follow-up Program

