

# UNIVERSAL PRECAUTIONS

ALL PERSONS WITH THIS  
STAMP SHOULD BE  
TREATED AS  
CORRECTION OFFICERS



Employee Workbook



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# UNIVERSAL PRECAUTIONS

## AIDS And Hepatitis B Prevention For Correctional Officers

### Employee Workbook

NCJRS

AUG 20 1992

ACQUISITIONS

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U.S. Department of Justice  
National Institute of Justice

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# COURSE INTRODUCTION

Do you worry about getting AIDS or hepatitis B at work? Worrying will not protect you from the viruses that cause these diseases. The key to protecting yourself is information and training. And that is what this program is all about. It gives you an opportunity to learn about —

- the dangers of the viruses that cause hepatitis B and AIDS.
- the ways these viruses can get inside your body.
- Universal Precautions for protecting yourself from these viruses while getting your job done safely.

## COURSE OVERVIEW

This training program includes the following five lessons:

### **Lesson 1: HBV: Recognizing the Dangers**

This lesson introduces the two agencies of the U.S. government that work to protect you from HBV, the hepatitis B virus, and HIV, the virus that causes AIDS. It describes the hepatitis B epidemic; explains what exposure means, what the virus can do to you, and how you can tell if you have a hepatitis B infection. It also tells you how hepatitis B can be detected, treated, and prevented — and who should be vaccinated.

### **Lesson 2: HIV: Recognizing the Dangers**

This lesson describes what HIV, the human immunodeficiency virus that causes AIDS, can do to you; who gets infected; how the virus is spreading; and your chances of getting the virus at work. It also answers questions about what you should do if you think you may have been exposed.

### **Lesson 3: How You Can Get HBV and HIV Infections**

This lesson identifies ways that you can get the HIV virus or the hepatitis B virus both on and off the job, and lists which body fluids might contain enough of the virus to infect you. You will also learn how to tell which tasks might expose you to these viruses.

### **Lesson 4: Universal Precautions: Personal Protective Equipment**

This lesson tells you about Universal Precautions. You will learn three rules that are based on Universal Precautions, and you will learn how to protect yourself by using personal protective equipment to put a barrier between you and the source of infection.

### **Lesson 5: Universal Precautions: Safe Work Practices and Other Controls**

This final lesson covers safe work practices for performing searches, throwing away or storing used needles and other sharp instruments, handling soiled clothing, cleaning up blood spills, cleaning contaminated equipment, and handling infectious waste. It also reviews the importance of handwashing and tells you what to do if you think you have been exposed to HIV or HBV.

## **COURSE MATERIALS**

*Each lesson has two types of learning materials — a videotape presentation and this Employee Workbook. The videotape contains the main points of the lesson content. This workbook contains four main sections.*

1. FIVE LESSONS that correspond to the videotape, each containing:
  - a. INTRODUCTION
  - b. CASE STUDY
  - c. VIDEOTAPE INTRODUCTION TO KEY IDEAS that tells you what key points to look for in the videotape.
  - d. APPLICATION EXERCISE(S) that give you a chance to use what you learned from the videotape and to learn more.
  - e. POSTERS that you can post in your work area to remind you of Universal Precautions and other ways to protect yourself. (Lessons 3 and 4 only).
  - f. LESSON SUMMARY that reviews key information.
2. ANSWERS TO APPLICATION EXERCISES in Appendix A.
3. GLOSSARY in Appendix B that gives you the meaning of technical words used in this program.
4. SIGN-OFF SHEETS in Appendix C that you may be asked to sign and turn in as a record of your training.

## **HOW TO TAKE THIS COURSE**

*If you are taking this course with a trainer in a classroom, follow the instructions given by your trainer.*

*If you are taking this course as a SELF-STUDY, complete the lessons in numerical order from one to five. For each lesson, do the following:*

- 1) Read the Lesson Introduction, Case Study, and Videotape Introduction to Key Ideas.
- 2) Watch the videotape.
- 3) Complete the first Application Exercise, and then check your answers with the answers given in Appendix A.
- 4) If you answered any questions incorrectly, you may wish to view the videotape again.
- 5) Complete any additional Application Exercises assigned by your trainer.
- 6) Read and study the Lesson Summary.
- 7) Review the Videotape Introduction again and check off those topics you know. If some remain unchecked, you may wish to review the videotape or study the written materials in this Employee Workbook again before going on.
- 8) Finally, when you are certain of the material in a lesson, initial it on the sign-off sheet located in Appendix C. When you are certain of all five lessons, sign and turn in the sign-off sheet.

# Acknowledgement

We want to acknowledge the leadership position taken by the California Department of Corrections in the implementation of a training program specially designed to help correctional officers protect themselves from occupational exposure to AIDS and hepatitis B.

We are particularly grateful to Chris Cummings, AIDS Education Program Coordinator, California Department of Corrections, and the staff of the Richard J. Donovan Correctional Facility at Rock Mountain, California Department of Corrections, especially:

John M. Ratelle, Warden  
Lt. John R. Sandlin, Public Information Officer  
Mike Colarusso, Correctional Officer

In addition, we would like to acknowledge the contributions of the dedicated professionals at the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA) and the National Institute of Justice.

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NOTES

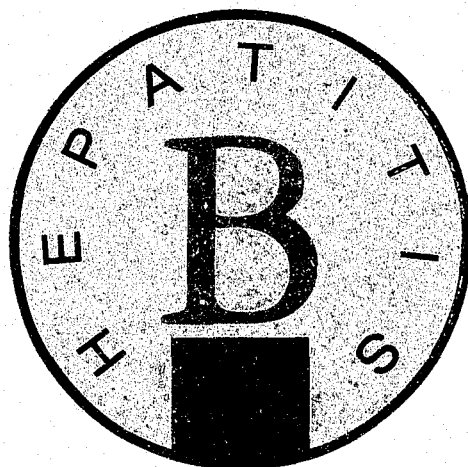




# LESSON 1:

HBV:

## RECOGNIZING THE DANGERS



### CASE STUDY

Jack is a correctional officer. The facility where he works offers free hepatitis B vaccinations to employees, but Jack could never seem to find the time to get one.

Jack became infected with hepatitis B, but he has since recovered. However, blood tests show that he has become a chronic carrier. This means that, unless he is very careful, he can infect his wife and children with a possibly fatal disease.

Jack may be a carrier of the disease for the rest of his life.

### INTRODUCTION

Everyone has a right to work in a safe and healthy place. You have a right to know about hazards in your workplace, and you have a right to know how these hazards are controlled. You also have a responsibility to yourself, your co-workers, and your family to learn how to protect yourself.

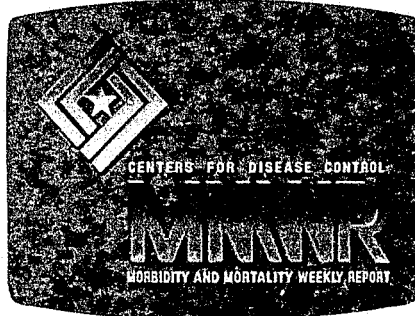
In this lesson, you will learn about two U.S. government agencies that work with employers and workers to prevent the spread of blood-borne viruses. You will also discover which two viruses pose the greatest risk to correctional officers. Then you'll learn more about the particular dangers associated with the hepatitis B virus, or HBV.

You will learn more about HIV, the virus that causes AIDS, in Lesson 2.

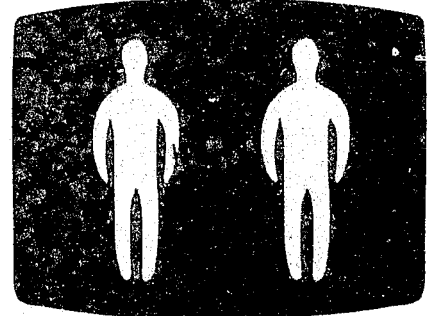


# VIDEOTAPE INTRODUCTION TO KEY IDEAS

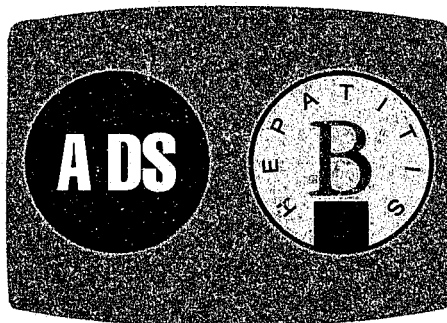
As you watch this videotape, look for—



1. the two federal agencies working to control the spread of blood-borne diseases.



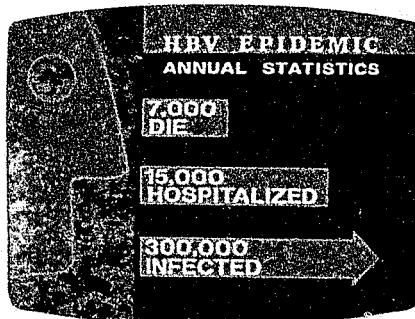
4. what it means to be exposed to the virus.



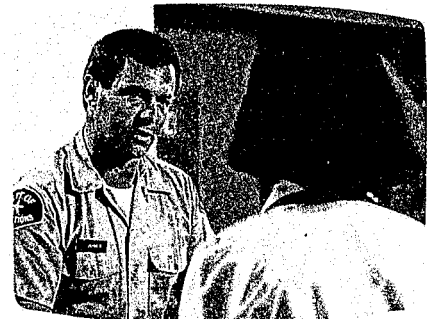
2. the two blood-borne viruses that pose the greatest risk to correctional officers.



5. the symptoms and effects of HBV infection.



3. the number of infections, hospitalizations, and deaths caused by hepatitis B each year.



6. ways of preventing, detecting, and treating HBV infections.

**NOW WATCH VIDEOTAPE LESSON 1**

# APPLICATION EXERCISE 1A

**DIRECTIONS:** Circle the correct answer to each question. There is only ONE correct answer for each question. When finished, check your answers against those given in Appendix A.

1. The Occupational Safety and Health Administration (OSHA) has introduced regulations based on guidelines developed by The Centers for Disease Control (CDC) that are designed to protect you from blood-borne diseases.
  - a) TRUE
  - b) FALSE
  
2. Two viruses that pose a danger to correctional officers are the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).
  - a) TRUE
  - b) FALSE
  
3. In order to be exposed to HBV, the virus has to get into your body.
  - a) TRUE
  - b) FALSE
  
4. HBV always causes fever, aches, and nausea.
  - a) TRUE
  - b) FALSE
  
5. Each year in the United States, how many people get HBV infections?
  - a) Less than 10
  - b) 50 to 100
  - c) 1,000
  - d) 300,000

6. A chronic HBV carrier may have no symptoms but can spread the disease to others.
- a) TRUE
  - b) FALSE
7. The number of HBV infections per 100,000 inmates is greater than the number of HBV infections per 100,000 in the general population.
- a) TRUE
  - b) FALSE
8. OSHA requires that all workers who come into contact with blood or other body fluids on the job be vaccinated to prevent HBV infections.
- a) TRUE
  - b) FALSE
9. How can you determine if you have had an HBV infection in the past?
- a) Brain scan
  - b) Blood test
  - c) X-ray
  - d) Urine test
10. AFTER exposure to HBV, there are no treatments to be given to prevent infection.
- a) TRUE
  - b) FALSE

**TO CHECK YOUR ANSWERS, TURN TO APPENDIX A**

# **LESSON 1: SUMMARY**

## **HBV: RECOGNIZING THE DANGERS**

### **WHAT TWO U.S. GOVERNMENT AGENCIES WORK TO PROTECT YOU FROM BLOOD-BORNE VIRUSES?**

- Occupational Safety and Health Administration (OSHA) develops and enforces standards for workplace safety and health.
- The Centers for Disease Control (CDC) tracks diseases and recommends ways to prevent the spread of viruses.

### **WHAT BLOOD-BORNE VIRUSES ARE A SPECIAL RISK FOR SOME CORRECTIONAL OFFICERS?**

- Hepatitis B virus (HBV)
- Human immunodeficiency virus (HIV), the virus that causes AIDS

### **HOW MANY PEOPLE GET HBV INFECTIONS?**

- In the U.S., HBV infects about 300,000 people each year, causing about 15,000 hospitalizations and 7,000 deaths.
- The rate of HBV infection is greater among the inmate population than the general population because of the high number of IV drug users.

### **WHAT DOES IT MEAN TO BE EXPOSED?**

- To be exposed to the virus means that the virus gets into your body.

### **WHAT ARE THE SYMPTOMS AND EFFECTS OF HBV INFECTION?**

- Most people do NOT experience symptoms. They do not know that they have the virus and that they can infect others.
- HBV can cause a flu-like illness with fever, aches, nausea, tiredness, and yellowing of the skin, called jaundice.
- More than two percent of those infected with HBV will die.
- HBV infection produces chronic carriers — people without active HBV infections who can still spread the virus to others.

## **LESSON 1: SUMMARY**

### **HBV: RECOGNIZING THE DANGERS**

#### **HOW CAN HBV INFECTIONS BE DETECTED, PREVENTED, AND TREATED?**

- Blood tests tell if you have an HBV infection or if you had an HBV infection in the past.
- Vaccines prevent HBV infections for over 90% of those vaccinated.
- After exposure, treatment with hyperimmune globulin and/or HBV vaccine can help prevent infection. Treatment with hyperimmune globulin should begin within 48 hours of exposure, but may still have an effect if begun within the first five days following exposure.

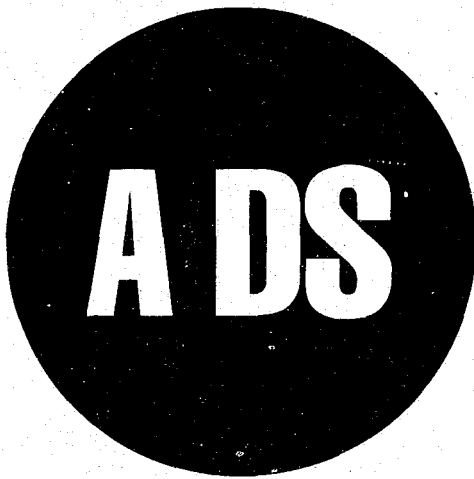
#### **If you come into contact with blood on the job, you should —**

- be vaccinated to prevent HBV infection.
- report exposures quickly so that treatment can begin immediately.

# LESSON 2:

HIV:

## RECOGNIZING THE DANGERS



### CASE STUDY

An inmate was discovered on the floor of his cell, unconscious and bleeding from the wrist. Juan, a correctional officer, applied pressure to the wrist to try to stop the flow of blood. Juan's hands were chapped and he was not wearing protective gloves.

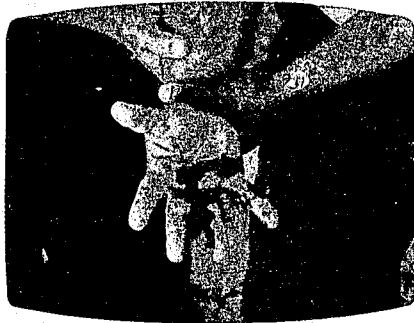
A few months later, Juan developed a fever, sore throat, and swollen glands, but he recovered from the illness. Juan then learned that the inmate he helped had later died of AIDS. Juan was panicked until blood tests showed that he does not carry the virus that causes AIDS. He reports that the scare has taught him to be more careful when blood is present.

### INTRODUCTION

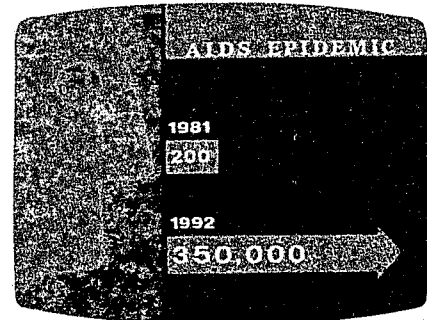
In the last lesson, you learned about the dangers of the hepatitis B virus. This lesson covers the dangers of the second virus of special concern to correctional officers—human immunodeficiency virus, or HIV, the virus that causes acquired immune deficiency syndrome, or AIDS.

# VIDEOTAPE INTRODUCTION TO KEY IDEAS

As you watch this videotape, look for -



1. what it means to be a carrier of HIV.



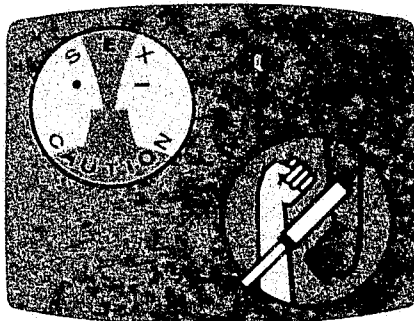
4. the growth of the number of AIDS victims.



2. the symptoms and effects of HIV infection.



5. what you should do if you think you have been exposed.



3. the ways HIV infections are spread.



6. the way HIV can be detected.

**NOW WATCH VIDEOTAPE LESSON 2**



## APPLICATION EXERCISE 2A

**DIRECTIONS:** Circle the correct answer to each question. There is only ONE correct answer for each question. When finished, check your answers against those given in Appendix A.

1. Once you get an HIV infection, the virus stays in your body for the rest of your life.
  - a) TRUE
  - b) FALSE
  
2. People with HIV infections can spread the virus even if they do not have symptoms.
  - a) TRUE
  - b) FALSE
  
3. HIV can cause a flu-like illness with fever, aches, and swollen glands.
  - a) TRUE
  - b) FALSE
  
4. People with the HIV virus eventually get AIDS.
  - a) TRUE
  - b) FALSE
  
5. Which statement is true?
  - a) We have a vaccine to prevent HIV infection.
  - b) We can cure AIDS.
  - c) Most AIDS victims recover quickly.
  - d) AIDS victims can expect to die of a killer infection.

6. HIV is only spread through sexual contact.

- a) TRUE
- b) FALSE

7. Which group faces the greatest risk of getting AIDS?

- a) Correctional officers
- b) Homosexual men and drug abusers who share needles
- c) People who donate blood
- d) Married couples

8. The number of AIDS cases per 100,000 inmates is greater than the rate in the general population.

- a) TRUE
- b) FALSE

9. By 1992, the CDC expects the total number of reported AIDS cases in the U.S. to decrease.

- a) TRUE
- b) FALSE

10. Blood tests are used to determine if you have been infected with HIV.

- a) TRUE
- b) FALSE

**TO CHECK YOUR ANSWERS, TURN TO APPENDIX A**

## **LESSON 2: SUMMARY**

### **HIV: RECOGNIZING THE DANGERS**

#### **WHAT DOES IT MEAN TO BE A CARRIER OF HIV?**

- A carrier of the HIV virus is a carrier for the rest of his or her life.

#### **WHAT ARE THE SYMPTOMS AND EFFECTS OF HIV INFECTION?**

- The virus may wait in your body for many years before causing any symptoms.
- It may cause a flu-like illness with fever, aches, and swollen glands. These symptoms appear a few weeks after exposure and go away within a few days.
- It may cause swollen glands that persist, fever, weight loss, repeated diarrhea, or other symptoms.
- It may cause brain damage that results in confusion or loss of memory.
- The virus will eventually cause AIDS, which kills by damaging the body's ability to fight infection and disease.

#### **HOW ARE HIV INFECTIONS SPREAD?**

- By having sex with people who have the virus
- By having sex with homosexual or bisexual males, drug abusers who share needles, and prostitutes
- By coming into contact with infectious blood or other body fluids and tissue
- By drug abusers who share needles and people who received blood or blood products between 1978 and early 1985

#### **HOW FAST IS AIDS SPREADING IN THE UNITED STATES?**

- 200 cases of full-blown AIDS reported by 1981
- More than 350,000 reported AIDS cases expected by 1992
- About 1 million people thought to be infected with the virus

#### **WHAT IS THE RISK FOR CORRECTIONAL OFFICERS?**

- AIDS is spreading faster in the inmate population than in the general population.
- In general, an officer's chances of contracting HIV at work increase as HIV spreads in the inmate population.

#### **WHAT SHOULD I DO IF I AM EXPOSED?**

- If exposed, report it to your supervisor and get counseling.
- There is no vaccine to prevent AIDS.
- Although there are drugs to slow down the action of the virus, there is currently no cure.

## **LESSON 2: SUMMARY**

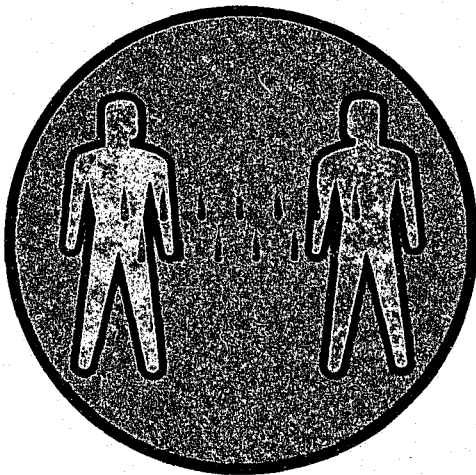
### **HIV: RECOGNIZING THE DANGERS**

#### **HOW CAN I TELL IF I HAVE BEEN INFECTED?**

- Blood tests show the presence of the virus in your body.
- Signs of infection usually show up in the blood 2 to 24 weeks after exposure to HIV.

# LESSON 3:

## HOW YOU CAN GET HBV AND HIV INFECTIONS



### CASE STUDY

Bill was responding to an inmate disturbance when he was stabbed in the leg with a sharp instrument recently used for tattooing. It did not cut very deeply and he did not report the incident to his supervisor. A fellow officer tried to get Bill to report the injury, but Bill said that it was too late to do anything and he did not want to bother anyone about it.

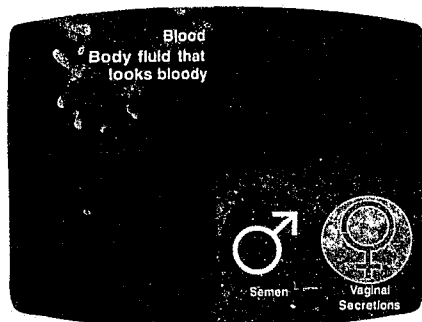
A few weeks later, Bill called in sick with the flu. He remembered the incident and decided to finally get medical attention. Blood tests showed that Bill was infected with HBV. He is currently a carrier of the virus.

### INTRODUCTION

This lesson describes how you can get HIV and HBV. You will see what kinds of materials are contaminated by these viruses and how these infectious materials can get into your body. Once you understand how you can get infected, you will be able to understand and use Universal Precautions to protect yourself. You will learn more about Universal Precautions in the next two lessons.

# VIDEOTAPE INTRODUCTION TO KEY IDEAS

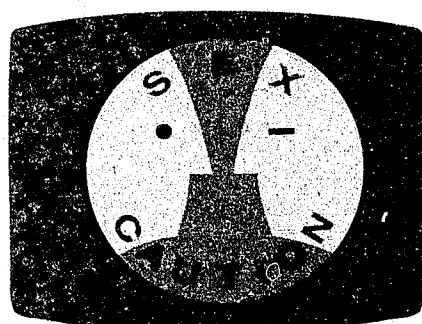
As you watch this videotape, look for—



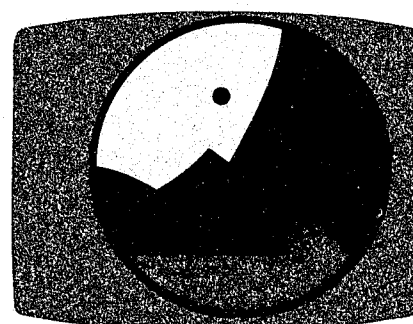
1. sources of HIV and HBV infection.



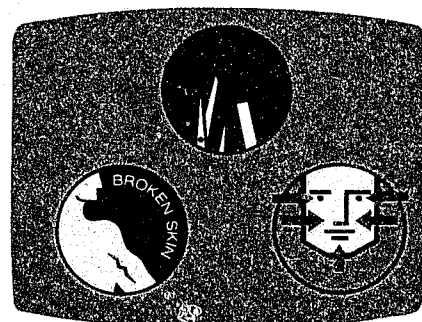
4. the likelihood of getting HIV or HBV from a needlestick.



2. the modes of transmission outside of your job.



5. how the viruses are NOT transmitted.



3. the modes of transmission on the job.



6. types of tasks and work situations that pose an exposure risk.

**NOW WATCH VIDEOTAPE LESSON 3**

## APPLICATION EXERCISE 3A

**DIRECTIONS:** Circle the correct answer to each question. There is only ONE correct answer for each question. When finished, check your answers against those given in Appendix A.

1. Blood is the most common source of HIV and HBV in the workplace.
  - a) TRUE
  - b) FALSE
  
2. Which list contains the most likely sources of HIV or HBV infection?
  - a) Urine, sweat, blood and saliva
  - b) Vomit, saliva, tears, sweat
  - c) Blood, tears, sweat, urine
  - d) Blood, bloody fluids, semen, vaginal secretions
  
3. Which activity can spread HIV or HBV from one person to another outside of work?
  - a) Using a toilet
  - b) Having sex
  - c) Giving blood
  - d) Drinking from a water fountain
  
4. A puncture wound will always infect you with HIV or HBV.
  - a) TRUE
  - b) FALSE
  
5. You can get HIV or HBV on the job from puncture wounds, broken skin contact, and mucous membrane contact.
  - a) TRUE
  - b) FALSE



6. Why does searching a cell involve some risk of exposure?
- a) The toilet seat might be contaminated.
  - b) There is risk of casual contact with an inmate.
  - c) There is a risk of a puncture wound from a hidden contaminated needle or other sharp instrument.
  - d) There is no risk.
7. What is the most likely mode of transmission when cleaning a blood spill?
- a) Puncture wound
  - b) Mucous membrane contact
  - c) Casual contact
  - d) Contact with infectious blood at the site of broken skin
8. Which officer runs the greater risk of exposure to HIV or HBV on the job?
- a) Mary, who performs body searches on a daily basis
  - b) Jim, who spends most of his day in a control tower
9. Which officer has a greater chance of getting HIV or HBV at work?
- a) Mark, who has contact with inmates and has broken skin on his hands
  - b) Jack, who has contact with inmates and has a cold
10. You could get infected while subduing a violent inmate.
- a) TRUE
  - b) FALSE

**TO CHECK YOUR ANSWERS, TURN TO APPENDIX A.**

# APPLICATION EXERCISE 3B:

## RISKY TASKS AND MATERIALS

**DIRECTIONS:** List the tasks you perform. For each task, place a checkmark under the most likely transmission mode(s) and under the type(s) of fluid or tissue you could contact.

For example, cleaning a blood spill is most likely to cause skin contact with blood. So a ✓ appears under the columns for skin contact and blood, and the other columns remain blank.

TASK	MOST LIKELY HIV/HBV TRANSMISSION MODE			RISKY MATERIAL			
	Puncture wound	Skin contact	Mucous membrane contact	Blood	Bloody fluids	Semen	Vaginal secretions
Cleaning a blood spill		✓		✓			

### PERSONAL RISK ASSESSMENT: EXPOSURE TO HIV AND HBV

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

TASK	MOST LIKELY HIV/HBV TRANSMISSION MODE			RISKY MATERIAL			
	Puncture wound	Skin contact	Mucous membrane contact	Blood	Bloody fluids	Semen	Vaginal secretions

## **LESSON 3: SUMMARY**

### **HOW YOU CAN GET HBV AND HIV INFECTIONS**

#### **WHAT ARE THE SOURCES OF INFECTION?**

- HBV and HIV live in body fluids and tissue. Materials that may contain enough virus to cause infection are listed below.

##### **Most Likely Sources**

- Blood and body fluids that look bloody
- Semen
- Vaginal secretions
- Body tissue
- Internal body fluids

##### **Not Likely**

- Tears, saliva, anything that comes from inside the nose, urine, bowel movements, sweat, and vomit are NOT considered sources of HIV or HBV infection unless the material contains blood you can see.

#### **WHAT ARE THE MODES OF TRANSMISSION OUTSIDE OF THE WORKPLACE?**

- Intimate sexual contact
- Sharing needles
- Receiving infectious blood
- Pregnancy or nursing (from infected mother to child)

#### **WHAT ARE THE MODES OF TRANSMISSION AT WORK?**

- PUNCTURE WOUNDS caused by contaminated needles or other sharp objects
- SKIN CONTACT that allows risky materials to enter your body through wounds, cuts, or broken or damaged skin
- MUCOUS MEMBRANE CONTACT that allows risky materials to enter your body through the mucous membranes of your eyes, nose, or mouth

#### **WHAT IS THE LIKELIHOOD OF GETTING HBV OR HIV FROM A NEEDLESTICK?**

- Although only a small percentage of needlesticks cause HBV or HIV infection, it only takes one stick to infect you.

# LESSON 3: SUMMARY

## HOW YOU CAN GET HBV AND HIV INFECTIONS

### HOW ARE THE VIRUSES NOT TRANSMITTED?

- These viruses are not transmitted by casual or environmental contact.
- Transmission through saliva or human bites is highly unlikely.

### WHAT TASKS AND SITUATIONS MAY POSE A RISK?

- Cell and body searches
- Cleaning a blood spill
- Subduing a violent inmate
- Any situation where large amounts of blood are present

### IN PART, YOUR PERSONAL LEVEL OF RISK DEPENDS ON—

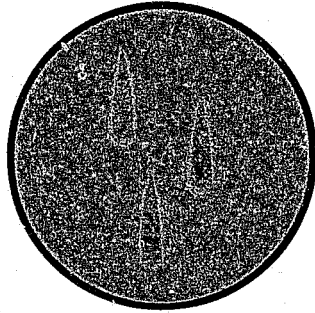
- HOW MUCH blood or other risky materials you are exposed to
- HOW OFTEN you are exposed

In general, puncture wounds are the most common way that correctional officers contact blood or other risky materials in the workplace. Puncture wounds are also more likely to cause HBV or HIV infection than skin contact or mucous membrane contact.

## HOW YOU CAN GET HBV OR HIV AT WORK

HBV and HIV spread through types of contact that allow infectious materials to get into your body.

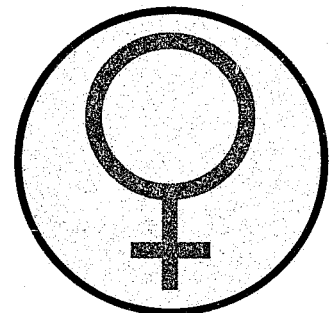
### 5 TYPES OF RISKY MATERIALS



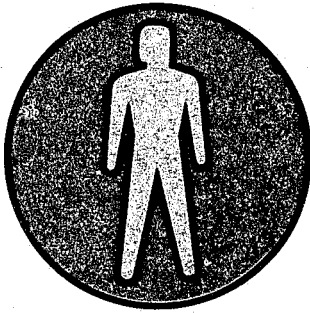
1. Blood and fluids that look bloody



2. Semen



3. Vaginal secretions

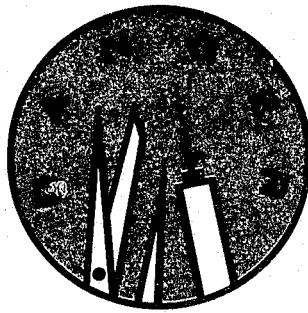


4. Body tissue



5. Fluids from inside the body, such as spinal fluid and the fluid that surrounds the lungs, heart, joints or unborn child

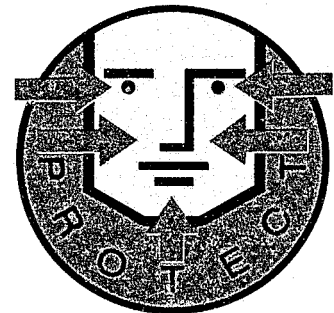
### 3 WAYS OF GETTING HBV OR HIV AT WORK



1. Puncture wounds



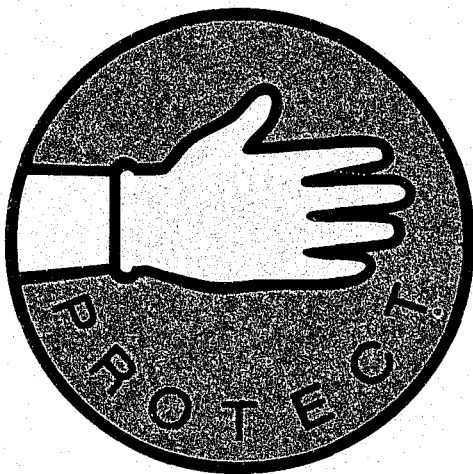
2. Contact with open wounds, cuts, or broken damaged skin



3. Contact with mucous membranes of eyes, nose, and mouth

# LESSON 4:

## UNIVERSAL PRECAUTIONS: PERSONAL PROTECTIVE EQUIPMENT



### CASE STUDY

Jim and Alex were both part of a team involved in removing an inmate from his cell. The inmate was angry that his parole had been denied. During the removal, the inmate received scratches on his arm. Neither Jim nor Alex were wearing protective gloves, and each came away with the inmate's blood on their hands.

Both men washed immediately and reported the incident. It seemed to be over until the inmate was determined to be a carrier of HIV. Both men became worried that they may have been exposed.

Jim and Alex have been tested several times and show no signs of the infection. Alex seems to have put the incident behind him, but Jim reports that he continues to be fearful.

### INTRODUCTION

You have heard about the dangers of the AIDS and hepatitis B viruses. You have also seen how you can get these two viruses at work. Now it's time to see how Universal Precautions protect you.

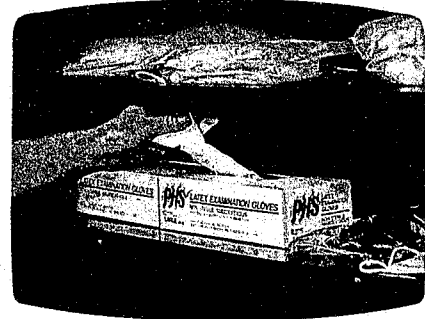
In this lesson, you will learn about Universal Precautions for wearing personal protective equipment. Personal protective equipment protects you by putting a barrier between you and the virus.

In the next lesson, you will learn about work practices and other controls that can protect you from getting HIV or the hepatitis B virus at work.

# VIDEOTAPE INTRODUCTION TO KEY IDEAS

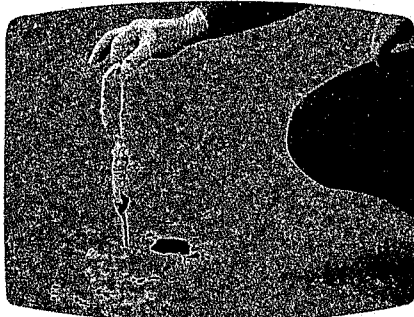
As you watch this videotape, look for—

Consider all inmates potentially infectious  
Assume that all blood and other body fluids covered by Universal Precautions are contaminated with HIV and HBV  
Assume that all used needles and other sharp instruments are contaminated and able to infect you



1. the three rules that are based on Universal Precautions.

4. the limitations of personal protective equipment.



2. when protective gloves should be worn.



5. ways to protect the mucous membranes of your eyes, nose, and mouth.



3. requirements for selecting, using, and disposing of protective gloves.



6. the use of fluid-resistant protective clothing.

**NOW WATCH VIDEOTAPE LESSON 4**



## APPLICATION EXERCISE 4A

**DIRECTIONS:** Circle the correct answer to each question. There is only ONE correct answer for each question. When finished, check your answers against those given in Appendix A.

1. Universal Precautions should be observed when working with which group?
  - a) Only inmates with known HIV or HBV infections
  - b) Only inmates in high risk groups, such as male homosexuals
  - c) Only inmates with AIDS
  - d) All inmates
  
2. Why do officers need to follow Universal Precautions?
  - a) Because you can never be sure who may be carrying HIV or HBV.
  - b) Because most inmates are HIV carriers.
  - c) Because most inmates are HBV carriers.
  - d) Because most inmates are HIV and HBV carriers.
  
3. Which task requires wearing protective gloves?
  - a) Cleaning a blood spill
  - b) Searching a body cavity
  - c) Handling bloody evidence
  - d) All of the above
  
4. If the inmate or officer has open wounds or broken skin, protective gloves should be worn when inmate skin is contacted in a manner that could cause transmission of HIV or HBV.
  - a) TRUE
  - b) FALSE

5. Which picture shows the right way to remove a protective glove?

a)



b)



6. For protective gloves, one size fits all.

- a) TRUE
- b) FALSE

7. Protective gloves should be discarded after use.

- a) TRUE
- b) FALSE

8. Wearing gloves makes handwashing unnecessary.

- a) TRUE
- b) FALSE

9. Gloves protect you from needlestick injury.

- a) TRUE
- b) FALSE

10. Masks and protective eyewear are designed to protect \_\_\_\_\_.

- a) you from needlestick injury
- b) your clothing from contamination
- c) you from skin contact
- d) the mucous membranes of your eyes, nose, or mouth

**TO CHECK YOUR ANSWERS, TURN TO APPENDIX A**

# APPLICATION EXERCISE 4B

## Tasks Requiring Personal Protective Equipment

**DIRECTIONS:** List the tasks you perform. For each task, place a checkmark under each type of personal protective equipment you should wear when you perform the task. For example, a body cavity search requires the use of protective gloves. So a ✓ would appear under the glove column, and the others would remain blank.

TASK	REQUIRED PERSONAL PROTECTIVE EQUIPMENT						
	Protective Gloves	Mask	Eye Protection	Face Protection	Protective Clothing	Resuscitation Equipment	Other
Body Cavity Search	✓						

**REQUIRED PERSONAL PROTECTIVE EQUIPMENT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

TASK	REQUIRED PERSONAL PROTECTIVE EQUIPMENT						
	Protective Gloves	Mask	Eye Protection	Face Protection	Protective Clothing	Resuscitation Equipment	Other

## APPLICATION EXERCISE 4C:

### DEPARTMENTAL INSTRUCTIONS FOR USE OF PERSONAL PROTECTIVE EQUIPMENT

*Directions: Fill in the information your instructor or supervisor provides.*

#### PROTECTIVE GLOVES

Where kept: \_\_\_\_\_

My size: \_\_\_\_\_

When to change: \_\_\_\_\_

After use, how to discard: \_\_\_\_\_

Instructions for use: Check gloves for holes or tears.  
Remove by pulling off inside out from the cuff.

#### MASKS, FACE SHIELDS, AND PROTECTIVE EYEWEAR

Where kept: \_\_\_\_\_

My size: \_\_\_\_\_

When to change: \_\_\_\_\_

After use, what to do with disposable masks: \_\_\_\_\_

After use, what to do with reusable protective equipment:

**RESUSCITATION EQUIPMENT**

Type(s) available: \_\_\_\_\_

Where kept: \_\_\_\_\_

After use, what to do with disposable type: \_\_\_\_\_

\_\_\_\_\_

After use, what to do with reusable type: \_\_\_\_\_

\_\_\_\_\_

**PROTECTIVE CLOTHING**

Where kept: \_\_\_\_\_

My size: \_\_\_\_\_

When to change: \_\_\_\_\_

After use, what to do with disposable clothing: \_\_\_\_\_

\_\_\_\_\_

After use, what to do with reusable clothing: \_\_\_\_\_

\_\_\_\_\_

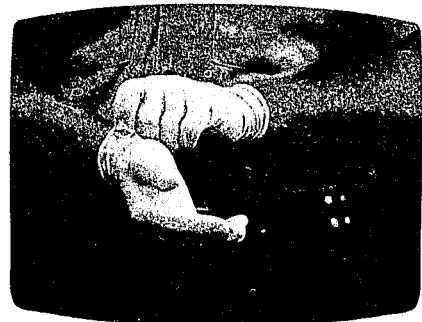
# PRECAUTIONS

## UNIVERSAL PRECAUTIONS

### PERSONAL PROTECTIVE EQUIPMENT: PROTECT YOURSELF FROM HIV AND HBV!

#### USE PROTECTIVE GLOVES

- If there is a chance of broken skin transmission
- For all tasks where contact with blood or potentially infectious body fluids may occur
- For searching body cavities
- Whenever you handle risky materials
- Whenever you clean up spills of risky materials



#### USE PROTECTIVE CLOTHING

- Whenever splashes or spills are likely
- Whenever you work with large amounts of risky materials



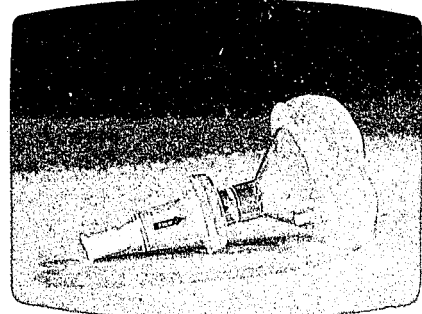
#### USE EYE, NOSE, MOUTH, AND FACE PROTECTORS

- Whenever risky materials could splash, splatter, or spray into your face.



#### USE RESUSCITATION EQUIPMENT

- Instead of direct mouth-to-mouth resuscitation



## **LESSON 4: SUMMARY**

### **UNIVERSAL PRECAUTIONS: PERSONAL PROTECTIVE EQUIPMENT**

#### **WHAT ARE THE THREE RULES BASED ON UNIVERSAL PRECAUTIONS?**

- Rule 1: Consider all inmates potentially infectious, because you can never be sure who may be carrying HIV or HBV.
- Rule 2: Assume that all blood and other body fluids covered by Universal Precautions are contaminated with HIV and HBV.
- Rule 3: Assume that all used needles and other sharp instruments are contaminated and able to infect you.

Universal Precautions apply to the following materials:

- Blood and materials with blood you can see
- Semen
- Vaginal secretions
- Body tissue
- Internal body fluids, such as fluids from the spine, and from around the lungs, heart, joints, or unborn child

#### **HOW DOES PERSONAL PROTECTIVE EQUIPMENT PROVIDE PROTECTION?**

- Personal protective equipment protects you by placing a barrier between you and sources of infection.

#### **WHEN SHOULD I WEAR PERSONAL PROTECTIVE EQUIPMENT?**

- You must wear personal protective equipment whenever materials covered by Universal Precautions could come in contact with your skin or the mucous membranes of your eyes, nose or mouth.

#### **HOW ARE PROTECTIVE GLOVES PROPERLY USED?**

- Wear protective gloves whenever you touch, handle, or clean up materials covered by Universal Precautions.
- Remove protective gloves by grasping the glove at the cuff and pulling it off inside out.
- Always wash your hands after removing protective gloves.

#### **WHAT ARE THE LIMITATIONS OF PERSONAL PROTECTIVE EQUIPMENT?**

- Protective gloves provide a barrier against skin contact but do not protect against puncture wounds.
- To protect yourself, you must use the right personal protective equipment in the right way. Learn how to handle, put on, and remove it properly. Make sure you have a good fit. And know how to clean or dispose of used equipment properly.



## **LESSON 4: SUMMARY**

### **UNIVERSAL PRECAUTIONS: PERSONAL PROTECTIVE EQUIPMENT**

#### **HOW CAN I PROTECT THE MUCOUS MEMBRANES OF MY EYES, NOSE, AND MOUTH?**

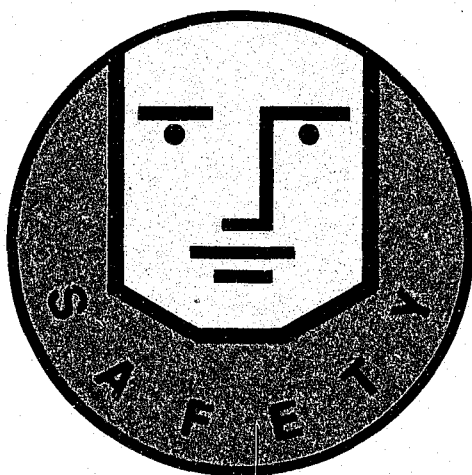
- A mask and eye or face protection may be required to protect against mucous membrane contact.
- Resuscitation equipment like disposable mechanical resuscitation devices with one-way valves and special pocket masks also protect against mucous membrane contact.

#### **WHEN SHOULD I WEAR PROTECTIVE CLOTHING?**

- Fluid-resistant clothing may be worn when large amounts of blood or other body fluids may be present.
- Always keep an extra uniform handy in case the one you are wearing becomes soiled with risky materials.

# LESSON 5:

## UNIVERSAL PRECAUTIONS: SAFE WORK PRACTICES AND OTHER CONTROLS



### CASE STUDY

Joanna, a correctional officer, suspected an inmate of using drugs. She conducted a search of his cell. As she felt underneath the bed with her hand, a needle penetrated her skin. She reported the incident to her supervisor and filled out a report.

Joanna received blood tests and counseling about the risks of infection. The blood tests showed that she had been infected with the HBV virus. She was treated with injections of hyperimmune globulin and the HBV vaccine and is fully recovered.

### INTRODUCTION

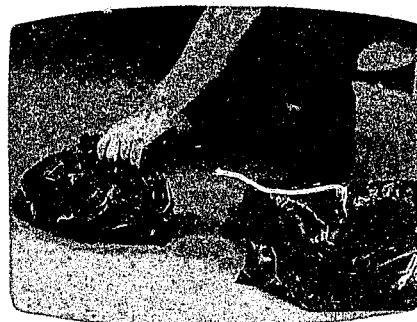
Safe work practices, like disposing of sharp instruments properly, help you get the job done without becoming infected. By learning and following the safe work practices covered in this lesson, you can greatly reduce your risk of getting the AIDS or hepatitis B viruses at work.

# VIDEOTAPE INTRODUCTION TO KEY IDEAS

*As you watch this videotape, look for ways to safely —*



1. avoid puncture wounds.



4. handle infectious waste.



2. handle clothing soiled with blood or other infectious material.



5. use good personal hygiene.



3. clean up spills of blood or other risky materials.



6. respond to a possible exposure.

**NOW WATCH VIDEOTAPE LESSON 5**

## APPLICATION EXERCISE 5A

**DIRECTIONS:** Circle the correct answer to each question. There is only ONE correct answer for each question. When finished, check your answers against those given in Appendix A.

1. Searches can be conducted more safely by \_\_\_\_\_.
  - a) putting your hands into an inmate's pocket
  - b) putting your hands into a visitor's purse
  - c) asking the inmate to empty his or her pockets
  - d) none of the above
  
2. Clearly marked, puncture-resistant containers should be available to dispose of used needles or sharp instruments not needed for evidence.
  - a) TRUE
  - b) FALSE
  
3. Contaminated needles and other sharp instruments needed as evidence should be placed in puncture-proof storage containers.
  - a) TRUE
  - b) FALSE
  
4. Uniforms soiled with risky materials should be thrown away.
  - a) TRUE
  - b) FALSE
  
5. What cleaning products are used to clean a blood spill?
  - a) Germicide or household bleach mixed with water
  - b) Detergent and water

6. Both HIV and HBV can live through standard dishwashing and laundry cycles.
- a) TRUE
  - b) FALSE
7. A color-coded plastic bag displaying the biohazard symbol can be used to dispose of bloody gloves.
- a) TRUE
  - b) FALSE
8. Officer Jones just tore a color-coded bag filled with infectious waste. What should he do next?
- a) Use tape to seal the bag
  - b) Put the torn bag into a second red bag
  - c) Empty the contents of the torn bag into a new bag
  - d) Store the bag and pick it up later
9. Officer Smith just got stuck with a used needle. What should she do next?
- a) Call her own doctor
  - b) Report the incident to her supervisor
  - c) Throw the needle away
  - d) Check the inmate's records
10. If you are at high risk of contacting blood on the job, you should get vaccinated against hepatitis B.
- a) TRUE
  - b) FALSE

**TO CHECK YOUR ANSWERS, TURN TO APPENDIX A**

# APPLICATION EXERCISE 5B:

## DEPARTMENTAL WORK PRACTICES

*Directions: Fill in the information your instructor or supervisor provides.*

### NEEDLE AND SHARP INSTRUMENT DISPOSAL

Where are puncture-resistant disposal containers located in my work area?

---

---

Who replaces these disposal containers?

---

### INFECTIOUS WASTE

What waste materials should I consider to be infectious?

---

---

What color code system do we use in my place of work?

---

---

Do we use tags in my place of work? If so, when?

---

---

What must the tag display?

---

### IF I GET EXPOSED

Who must I tell if I get exposed?

---

## **LESSON 5: SUMMARY**

### **UNIVERSAL PRECAUTIONS: SAFE WORK PRACTICES AND OTHER CONTROLS**

#### **HOW CAN I AVOID GETTING A PUNCTURE WOUND?**

- During a search, avoid a puncture wound by not blindly putting your hands where a needle could be hidden.
- Place all used needles and sharp instruments not needed for evidence in puncture-resistant disposal containers.
- Needles or sharp instruments needed for evidence should be placed in puncture-resistant storage containers.
- Handle as little as possible.
- Unless needed for evidence, bag linen soiled with blood or other risky materials in leak-proof bags.
- Put on a second bag if the first bag gets torn or punctured, or if materials covered by Universal Precautions get on the outside of the bag.
- Clean right away. Do NOT store or hold soiled linen for later cleaning.
- Use standard laundry cycles.

#### **HOW SHOULD INFECTIOUS WASTE BE HANDLED?**

- Your supervisor will tell you about special federal, state, or local laws on handling infectious waste. Your supervisor will also tell you about special rules to be followed where you work.
- Identify bags containing infectious waste that could spread HIV or HBV.
- Color Code — for example, use red bags, or
- Use tags with the word 'BIOHAZARD' or the biohazard warning symbol.
- Find out what kind of color or tag system is used where you work.

#### **HOW ARE BLOOD SPILLS CLEANED UP AND DECONTAMINATED?**

- Wear protective gloves to clean up spills of blood, body fluids or tissue.
- Clean up spills of blood or other infectious material as follows:
  - First, wipe up the spill and dispose of the contaminated towels in a leak-proof bag.
  - Next, disinfect the surface with household bleach mixed with water or other germicide from a squirt bottle or on a moist paper towel until the surface is glistening wet.
  - Finally, allow the surface to dry completely.
- Use standard cleaning, sterilizing, and decontamination procedures for reusable equipment, such as handcuffs and eating utensils. (Neither HIV nor HBV can survive standard dishwashing cycles).

# LESSON 5: SUMMARY

## UNIVERSAL PRECAUTIONS: SAFE WORK PRACTICES AND OTHER CONTROLS

### WHAT ABOUT PERSONAL HYGIENE?

- Wash hands for 10 to 15 seconds at frequent intervals throughout the day, especially if there is inmate contact.
- Wash hands for 10 to 15 seconds after removing protective gloves.
- Wash any parts of your body that contact blood or other risky materials.
- If you have an oozing wound or skin rash, or a weakened immune system, check with your supervisor and doctor. Direct inmate contact may pose a risk.
- If you are pregnant, obtain medical counseling and take special care to avoid infection.

### WHAT IF I AM EXPOSED?

- Report all puncture wounds and mucous membrane contact.
- Report skin contact with an open wound, rash, or other area of broken skin.
- You have rights following exposure:
  - Free blood tests to find out if you show signs of past or present HIV or HBV infection
  - In some instances, blood tests to find out if the source inmate could spread HIV or HBV
  - Free medical counseling about your risk of infection, your treatment options, and your risk of infecting others
  - Free follow-up treatment, if needed, to prevent infection
  - Privacy of your medical records

If you are at high risk of contacting blood or other fluids and tissue covered by Universal Precautions, get vaccinated against hepatitis B. Check with your supervisor to find out if you need to be vaccinated.



NOTES



# **APPENDIX A**

## **ANSWERS TO APPLICATION EXERCISES**

NOTES



# APPLICATION EXERCISE 1A

**1. (a)**

The Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC) work to protect you from blood-borne diseases.

**2. (a)**

Hepatitis B virus (HBV) and the human immunodeficiency virus (HIV) pose a threat to correctional officers.

**3. (a)**

Exposure occurs when you come in contact with blood or other infectious materials in a way that allows the virus to get into your body.

**4. (b)**

HBV can cause a flu-like illness with fever, aches, and nausea. However, most people experience no symptoms and do not know that they have been infected.

**5. (d)**

About 300,000 people in the United States get HBV infections each year.

**6. (a)**

A chronic HBV carrier may have no symptoms but can spread the disease to others.

**7. (a)**

The number of HBV infections per 100,000 inmates is greater than the number per 100,000 in the general population.

**8. (a)**

All workers who are exposed to blood or other body fluids that could be infectious should be vaccinated to prevent HBV infections.

**9. (b)**

Blood tests can detect both present and past HBV infections.

**10. (b)**

Both hyperimmune globulin and the HBV vaccine are used to prevent HBV infections after exposure to the virus.

## APPLICATION EXERCISE 2A

1. (a)

Once you get an HIV infection, the virus stays in your body for the rest of your life.

2. (a)

People with HIV infections can spread the virus even if they do not have any symptoms.

3. (a)

HIV can cause a flu-like illness with fever, aches, and swollen glands.

4. (a)

People with the HIV virus eventually get AIDS.

5. (d)

Sooner or later, everyone who gets AIDS dies of a killer infection.

6. (b)

HIV spreads through sexual contact and through contact with blood and other body fluids covered by Universal Precautions.

7. (b)

Drug abusers who share needles, and homosexual men face the greatest risk of getting AIDS.

8. (a)

The number of AIDS cases per 100,000 inmates is greater than the rate in the general population.

9. (b)

By 1992, the CDC expects the number of reported AIDS cases in the United States to increase to more than 350,000.

10. (a)

Blood tests are used to determine if you have been infected with HIV.

## APPLICATION EXERCISE 3A

**1. (a)**

Blood is the most common source of HIV and HBV infection in the workplace.

**2. (d)**

The most likely sources of HIV and HBV infections are:

Blood  
Bloody fluids  
Semen  
Vaginal secretions

**3. (b)**

Outside of work, having sex is one activity that can spread HIV or HBV from one person to another.

**4. (b)**

Only a small percentage of puncture wounds will cause HIV or HBV infection.

**5. (a)**

You can get HIV or HBV at work from:

Puncture wounds  
Broken skin contact  
Mucous membrane contact

**6. (c)**

Searching a cell involves some risk of a puncture wound from a hidden contaminated needle.

**7. (d)**

Cleaning a blood spill involves some risk of contact with infectious blood at the site of an open wound or broken skin.

**8. (a)**

Mary runs a greater risk of exposure to HIV or HBV because she searches inmates who could be hiding contaminated needles or other sharp instruments.

**9. (a)**

Mark runs a greater risk because he could be exposed through the breaks in his skin.

**10. (a)**

A correctional officer could become infected while subduing a violent inmate if broken skin or mucous membrane contact is made with the inmate's blood or if a puncture wound occurs.

## APPLICATION EXERCISE 4A

1. *(d)*

Universal Precautions apply to ALL inmates.

2. *(a)*

Because many people who carry HIV or HBV have no symptoms, you can never be sure who may be carrying these viruses. So, always assume that all inmates and all materials covered by Universal Precautions could infect you.

3. *(d)*

You are required to wear protective gloves when cleaning up a blood spill, searching a body cavity, and when handling bloody evidence.

4. *(a)*

All inmate contact requires protective gloves if either you or the inmate has open wounds or broken skin and inmate skin is contacted in a manner that could cause transmission of HIV or HBV.

5. *(b)*

To avoid skin contact, remove gloves by grasping the glove at the cuff and pulling it off inside out.

6. *(b)*

Make sure the gloves are the correct size.

7. *(a)*

Protective gloves should be discarded after use with each inmate.

8. *(b)*

You are still required to wash your hands thoroughly after removing gloves.

9. *(b)*

Protective gloves will not protect you from needlestick injuries.

10. *(d)*

Masks and eyewear will protect your mucous membranes from an accidental splash or spray of infectious fluids.

## APPLICATION EXERCISE 5A

1. (c)

Searches are safer if the inmate empties his or her pockets first.

2. (a)

Used needles or other sharp instruments not needed for evidence should be discarded in puncture-resistant containers.

3. (a)

Contaminated evidence should be placed in a puncture-proof storage container.

4. (b)

Uniforms, other clothing or linen soiled with risky materials should be put in a leak-proof bag and washed as soon as possible.

5. (a)

Use a germicide or household bleach mixed with water when cleaning a blood spill.

6. (b)

Neither HBV or HIV can live through standard dishwashing and laundry cycles.

7. (a)

Universal Precautions require the use of either color codes or tags for identifying infectious waste.

8. (b)

If a red bag filled with infectious waste tears, put the torn bag into a second red bag.

9. (b)

If you get stuck with a used needle, report the exposure to your supervisor.

10. (a)

If you are at risk of exposure to blood at work, you should be vaccinated against hepatitis B.



NOTES



# APPENDIX B:

## GLOSSARY

**AIDS.** Acquired Immunodeficiency Syndrome. Disorder caused when HIV damages the immune system, leaving the person open to kinds of infections that other people rarely get or fight off easily.

**Biohazard.** Word used to identify materials that could cause HIV or HBV infection and other infections.

**Blood-borne.** Viruses or diseases spread by contact with blood.

**Body Fluids.** Liquid materials covered by Universal Precautions. Includes blood; bloody looking fluids; semen; vaginal secretions; fluid from the spine; fluid from around the heart, lung, joints, or unborn child; and other fluids from inside the body.

**Carriers.** People who can spread the hepatitis B or AIDS virus.

**CDC.** See Centers for Disease Control.

**Centers for Disease Control (CDC).** U.S. agency that tracks the spread of diseases and developed Universal Precautions for controlling HBV and HIV in the workplace. It is a part of the U.S. Department of Health and Human Services.

**Chronic.** Lasting a long time.

**Cirrhosis.** Scarring of the liver tissue that interferes with liver function.

**Contaminate.** To make impure or dirty.

**Exposure.** Contact with blood, body fluids or tissue in a way that could allow the hepatitis B virus or the AIDS virus to get into the body.

**Germicide.** A material that kills germs.

**HBV.** See Hepatitis B Virus.

**Hepatitis B.** Inflammation of the liver caused by the hepatitis B virus. Severe hepatitis B can be deadly.

**Hepatitis B Virus (HBV).** Virus that causes hepatitis B.

**HIV.** See Human Immunodeficiency Virus.

**Human Immunodeficiency Virus (HIV).** Virus that causes AIDS.

**Hyperimmune Globulin.** Substance that helps the body fight off HBV infection.

**Infectious.** Something that can spread HIV or HBV.

**Jaundice.** Yellowing of the skin and eyes which may be caused by the hepatitis B virus.

**Liver.** Body organ that removes poisonous materials from the blood and helps the blood to clot.

**Protective Gloves.** Thin vinyl or latex gloves worn to prevent skin contact with blood, body fluids, or tissue covered by Universal Precautions.

**Mucous Membranes.** Special tissue that lines the eyes, nose, and mouth.

**Modes of Transmission.** Ways that HIV and HBV spread from one person to another.

**Occupational Safety and Health Administration (OSHA).** U.S. government agency that develops and enforces standards for workplace safety and health. It is a part of the U.S. Department of Labor.

**OSHA.** See Occupational Safety and Health Administration.

**Personal Protective Equipment (PPE).** Equipment that correctional officers wear as a barrier against exposure to HIV or HBV. Includes protective gloves, fluid-resistant protective clothing, masks, goggles, face shields, etc.

**Resuscitation Device.** Something used to bring back breathing or other life signs.

**Safe Work Practices.** Procedures used to do a job or complete a task safely.

**Sharp Instruments.** Needles, knives, and other objects sharp enough to puncture or cut human skin.

**Transmission Modes.** Ways that HIV and HBV spread from one person to another.

**Universal Precautions.** Guidelines for preventing exposure to HIV and HBV at work.

**Vaccine.** Agent given to people to prevent infection by a virus, such as the hepatitis B virus.

# APPENDIX C

## UNIVERSAL PRECAUTIONS: AIDS AND HEPATITIS B PREVENTION FOR CORRECTIONAL OFFICERS

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_

Employer/Facility: \_\_\_\_\_

Department: \_\_\_\_\_

### LESSON 1

#### HBV: RECOGNIZING THE DANGERS

I have received training covering the following:

- The spread of hepatitis B, including number of infections, hospitalizations, and deaths caused by HBV each year
- Definition of exposure
- Symptoms and effects of HBV infection
- Ways of preventing, detecting, and treating HBV infections
- HBV vaccination

In addition, I have been informed that—

- The hepatitis B virus (HBV) and the human immunodeficiency virus (HIV) may pose a special concern for some correctional officers.
- HBV and HIV are spread through contact with blood and other body fluids and tissues.
- The Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) are the two federal agencies responsible for helping to control the spread of HBV and HIV in the workplace.

### LESSON 2

#### HIV: RECOGNIZING THE DANGERS

I have received training covering the following:

- The spread of HIV infection in the general population
- Symptoms and effects of HIV infection
- Ways of preventing, detecting, and treating HIV infections

In addition, I have been informed that—

- Sexual contacts of people who have HIV infections and IV drug abusers are at special risk of getting the virus that causes AIDS, and the risk to correctional officers is increasing as HIV spreads in the inmate population.

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# UNIVERSAL PRECAUTIONS: AIDS AND HEPATITIS B PREVENTION FOR CORRECTIONAL OFFICERS

## LESSON 3

### HOW YOU CAN GET HBV AND HIV INFECTIONS

I have received training covering the following:

- Sources of HIV and HBV infections in the workplace
- Four primary ways of getting HIV and HBV outside the workplace
- Three primary ways of getting HIV and HBV at work
- Risky jobs, tasks, and work practices
- Factors that affect the level of risk associated with different jobs or tasks, and work practices

## LESSON 4

### UNIVERSAL PRECAUTIONS: PERSONAL PROTECTIVE EQUIPMENT

I have received training covering the following:

- Reason why Universal Precautions apply to all inmates
- Three basic rules that are based on Universal Precautions
- Types of personal protective equipment (PPE) required for different tasks or situations
- Key requirements for selecting, providing, using, and disposing of personal protective equipment
- Limitations of personal protective equipment

## LESSON 5

### UNIVERSAL PRECAUTIONS: SAFE WORK PRACTICES AND OTHER CONTROLS

I have received general training covering Universal Precautions for the following:

- Disposing of used needles or sharp instruments
- Handling blood-soiled clothing
- Cleaning up spills
- Identifying and handling bags of infectious waste
- Handwashing and other personal hygiene practices
- Reporting and responding to exposures
- HBV vaccination

Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Trainer's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Geneva, Switzerland  
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