

# PROCEDURE FOR HANDLING SPILLS OF BLOOD AND OTHER BODY FLUIDS

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**IF SPILL IS THE RESULT OF A PERSONAL INJURY TO A STAFF MEMBER, STUDENT, OR VISITOR, FOLLOW THE UNIVERSITY PROCEDURE FOR REPORTING ACCIDENTS/INJURIES FOUND HERE: [www.ulm.edu/safety](http://www.ulm.edu/safety)**

Only certain University personnel are authorized by the University of Louisiana Monroe Office of Environmental Health and Safety to clean up and decontaminate spills of blood and body fluids. These personnel include custodians, University Police, Office of Environmental Health personnel, and instructors/personnel in areas where blood and body fluids are routinely encountered in the course of work. These employees may be classified as employees with “high risk” for exposure to bloodborne pathogens if they are called upon to routinely perform these tasks.

These personnel must receive documented training when hired and must have training up-dates provided each year. It is the responsibility of supervisors to notify the Office of Environmental Health and Safety when new personnel are hired in these areas. **ONLY THESE DESIGNATED PERSONNEL WILL HAVE THE APPROPRIATE EQUIPMENT, SUPPLIES, AND TRAINING TO PROPERLY CLEANUP AND DECONTAMINATE THE SPILL.**

## **Do not attempt to clean up a spill unless authorized to do so.**

“High Risk” areas at the University where contact with blood or body fluids can reasonably be encountered are: Student Health Center, specialty laboratories in nursing, biological sciences, speech/hearing clinic, kinesiology, and athletics, and with certain accidents involving injury.

**ANY PERSON WHO ENCOUNTERS/OBSERVES SPILLED BLOOD OF BODY FLUIDS MUST IMMEDIATELY CONTACT ONE OF THE FOLLOWING:**

**SPILL IN DORMITORIES:** Contact the Director of Residential Housing at 318-342-5247

**SPILL IN CAMPUS CLASSROOM/OFFICE BUILDING:** Contact Custodian Manager at 318-342-5189

**SPILL IN “HIGH RISK” AREAS-** Contact your supervisor and the lab safety coordinator.

**SPILL IN NEUTRAL AREAS OUTSIDE OF CAMPUS BUILDINGS-** Contact University Police at 318-342-5350.

**IF THESE PERSONNEL ARE UNAVAILABLE-** Contact Office of Environmental Health and Safety at 318-342-5177

## **EQUIPMENT REQUIRED TO CLEAN UP/DECONTAMINATE A SPILL (SPILL KIT CONTENTS)**

### ➤ **Personal Protective Equipment (PPE)**

- Disposable Gloves
- Protective Goggles
- Disposable Face Mask
- Disposable Gown or Apron
- Antiseptic Towelettes

### ➤ **Spill Clean-Up Equipment**

- Disposable Absorbent Material (e.g., Paper Towels or Lab Table Soakers)
- Red Medical Waste Bag for Disposal
- Appropriate Germicidal Solution

- Forceps or Other Mechanical Means for Picking-Up Broken Glass or items which have been contaminated with blood or body fluids

**Authorized personnel may obtain Spill Kits from their supervisor.**

#### **CLEANING AND DECONTAMINATING SPILLS OF BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS**

- Put on appropriate personal protective equipment (PPE) including **double gloves**, gown, protective goggles, and face mask.
- Control access to area. Prevent people from walking through affected area and thereby tracking the blood or other potentially infectious material to other areas.
- Contain spill. Use paper towels or other absorbent material to contain spill.
- Use forceps, plastic scoop, or other mechanical means to remove any broken glass or other sharp objects from the spill area. Take care not to create aerosols. Place these items into a small cardboard box, thick walled plastic bag, or other container that will prevent them from puncturing the red bag (or your hand). Place the contained sharp items into the red bag for disposal. Do not seal bag. Also use the forceps to pick up and bag items contaminated with blood or body fluids and place the contaminated items into a red bag.
- Apply appropriate disinfectant to decontaminate contaminated surfaces. To avoid creating aerosols, never spray disinfectant directly into spilled material. Instead, gently pour disinfectant on top of paper towels covering the spill or gently flood affected area first around the perimeter of the spill, then work disinfectant slowly into spilled material.
- Allow several minutes of contact time with disinfectant. (CRITICAL STEP!!!!)
- Pick-up all absorbent material and place carefully in red bag for disposal. Do not seal red bag.
- Clean affected area again with disinfectant and new paper towels. Place used paper towels in red bag for disposal. Do not seal red bag.
- Dry area. Place used paper towels in red bag for disposal. Do not seal red bag.
- Once spill is completely cleaned, place all used spill control equipment in the red bag for disposal. Do not seal red bag.
- Remove PPE and place in red bag for disposal. Remove PPE in the following order:
  - Remove soiled gown.
  - Remove outer pair of disposable gloves.
  - Remove face mask and protective goggles. Do not remove PPE from face with soiled gloves. Remove soiled outer gloves first and place them in the red bag for disposal. Use clean inner glove to remove PPE from face. This prevents the introduction of blood or other potentially infectious material to the mucous membranes of the face via a contaminated glove.
- Once all used PPE, spill control equipment, and other potentially contaminated items are in the red bag seal bag securely for disposal. Contact the University of Louisiana Monroe office of Environmental Health and Safety to collect and dispose of this bagged material
- Wash hands