



County of Henrico
Department of Emergency
Management &
Workplace Safety

Verification	Originator	Revised	Issued
Initials	EMWS	EMWS	EMWS
Date	05/01/2015	07/28/2022	08/01/2023

Safety Manual

Chapter 8 Exposure Control Plan

Area of Application:	County of Henrico General Government & Schools	
Document Location:	http://employees.henrico.us/info/safety-manual/	
Revisions:		
Rev. No.	Date	Description
001	03/15/2017	Addition of new positions, Addendum C, and biohazard waste symbol.
002	05/01/2018	Addition of two written Exposure Control Plan Templates.
003	02/09/2022	Added two designated positions to Rec & Parks.
004	07/28/2022	Aligned EMWS titles and terminology.

Purpose:

- A. This chapter provides an overview of the County of Henrico Exposure Control Plans (ECPs). The written ECP templates, one for anticipated exposure risk and one for incidental exposure risk, will help affected departments comply with the Virginia Occupational Safety & Health Standard, 29 CFR 1910.1030, Bloodborne Pathogens. An effective ECP will minimize employee exposure to harmful microorganisms that could be present in human blood and certain Other Potentially Infectious Materials (OPIMs). Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV) are of the most concern. Without using the precautions outlined in the ECP, these viruses, plus others, can infect employees who are, or may be, exposed to human blood and other body fluids during a work shift.
- B. The most likely routes of entry for these viruses are needlestick injuries and direct contact of blood and OPIMs with a person's mucous membranes and/or non-intact skin. Occupational transmission of HBV and HCV occurs much more frequently than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents, the serious nature of HIV requires that all possible measures be used to prevent exposure of workers.
- C. All County employees may obtain a copy of their respective Department's ECP within 15 days of his/her request to the Director of their Department, or his/her designee.
- D. The components of a written Exposure Control Plan are:
 1. Exposure Determination
 2. Methods of Compliance
 3. Hepatitis B Vaccination Policy
 4. Procedures for Evaluation and Follow-up of Exposure Incidents
 5. Employee Training
 6. Record keeping Procedures
 7. Exposure Control Plan Review Procedures

Scope:

The ECPs apply to all County of Henrico employees who may be exposed to blood or OPIMs while performing typical job duties, or as incidental exposure.



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Program Administration:

With guidance from the Department of Emergency Management & Workplace Safety (EMWS), each affected Department will establish a written, site-specific ECP using one of the templates provided in the County's Safety Manual. Each completed ECP shall address the needs of the specific Department. The table below lists all County of Henrico employees designated with anticipated or incidental risk:

**Employees Covered by the Exposure Control Plan:
 (Full and Part-time Positions)**

1. Community Corrections

Director of Community Corrections	Senior Management Specialist
County Probation Officer	Pretrial Services Officer
Drug Court Clinician	

2. Department of Public Utilities: Solid Waste Division

Automotive Service Worker I-II	Utility Superintendent I-II
Preventive Maintenance Technician I-II	Labor Foreman I-II
Laborer (Full and Part Time)	Landfill Attendant (Full and Part Time)
Equipment Operator I-III (Full and Part Time)	

3. Department of Public Utilities: Water Reclamation Facility - Monitoring & Compliance

Section Manager	Section Supervisor
Technician II	Technician I

4. Division of Fire

Battalion Chiefs	Captains
Lieutenants	Firefighters (includes Volunteer Firefighters)
Division Chiefs	



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5. Division of Police

Chief	Captain
Major	Command Sergeant
Lieutenant	Police Officer
Sergeant	Crossing Guard
Police Aide	Animal Protection Supervisor
Relief Crossing Guard	Identification Technician
Sr. Animal Protection Officer	Animal Shelter Custodian
Property Technician	Volunteer/Law Enforcement Explorer
Records Unit Personnel (Police Support Tech I)	

6. General Services – Buildings & Grounds

Senior Plant Maintenance Mechanic	Plant Maintenance Mechanic
Custodian I, II, III	Security Officers

7. Henrico Juvenile Detention

Detention Counselor	Superintendent
Assistant Superintendent	Detention Supervisor
Outreach Worker	Registered Nurse
Custodian	Outreach Coordinator
Office Assistant III	



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8. James River Juvenile Detention Center

Superintendent	Assistant Superintendent
Detention Supervisor	Detention Counselor
Social Worker II	MH/MR Clinician
Senior Cook	Detention Food Service Manager
Registered Nurse	Custodian I
Plant Maintenance Mechanic	Building Superintendent
Office Assistant III	Administrative Assistant

9. Mental Health & Developmental Services

Case Manager	Training Specialist
Training Assistant	Marketing Specialist
Residential counselor	Clinician
Nurse (All Classifications Not Otherwise Specified)	CSS Supervisor
Sr. CSS Supervisor	Business Supervisor
Relief Staff / Courier	Clinical Supervisor
Program Manager	Program Coordinator
Office Assistant (Limited)	Group Home Supervisor
Group Home Worker	Infant Development Specialist
Institutional Physician	Support Services Specialist
Nurse Practitioner	Physician Assistant



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9. Mental Health & Developmental Services (continued)

Psychiatric Nurse	Speech Pathologist
Occupational Therapist	Medical Assistant
Job Developer	Management Specialist
Management Assistant	Sr. Management Specialist
Peer Recovery Specialist	Case Aides
Technology Specialist	Account Clerk
Accountant	Division Director
Executive Director	

10. Recreation & Parks

Recreation Manager	Recreation Program Supervisors
Recreation Program Coordinators I & II	Recreation Field Supervisors
Recreation Center Supervisors	Museum Technicians
Recreation Instructors	Recreation Aides
Bus Drivers	Recreation Sports Supervisors
Summer Playground & Camp Staff	Senior Recreation Coordinators
Groundskeepers	Recreation Maintenance Workers

11. Schools

Plumber	Senior Plumber
Plumbing Foreman	Clinic Attendant



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Custodial Workers	Custodian I
Custodian II	School Nurse/RN
Athletic Coaches	Teachers of the Preschool Developmentally Delayed
Persons assigned to provide First Aid	Physical Therapist
Occupational Therapist	

12. Sheriff's Office/Jails

Sheriff	Office Assistant I, II, III, IV,
Chief Deputy Sheriff	Senior Management Specialist
Correctional Major	Storekeeper I, II
Correctional Captain	Librarian I
Correctional Lieutenant	Librarian Assistant II
Correctional Sergeant	Account Clerk
Correctional Deputy	Inmate Classification Supervisor
Business Manager	Inmate Classification Officer
Management Specialist I	Senior Management Specialist
Administrative Secretary	Physician
Inmate Healthcare Contract Staff	Food Service Contract Staff
Good News Ministry Staff	Offender Aid and Restoration (OAR) Staff

12. Public Libraries

All Full-time/Part-time Staff	
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Disclaimer:

Although every effort has been made to ensure this Chapter addresses all applicable regulations, it is the responsibility of each department to maintain compliance.