



## **EXPOSURE CLASSIFICATION**

### **POLICY**

Vice presidents and other supervisory personnel shall be responsible for classifying tasks performed in their areas of responsibility according to the following exposure classifications and for developing and maintaining up-to-date procedures for eliminating or reducing task-associated risks.

OSHA's Occupational Exposure to Blood Borne Pathogens Final Rule, 29, CFR 1910.1030, Subpart 2 (2) Exposure Determination states that each employer who has employees with occupational exposure shall prepare an exposure determination.

1. A list of job classifications in which all employees have occupational exposure
2. A list of job classifications in which some employees have occupational exposure
3. A list of all tasks and procedures or groups of closely related tasks and procedures performed by employees in which occupational exposure occurs

The Director of Human Resources shall ensure that all job descriptions, including administrative and support personnel, whether paid or volunteer, have been evaluated by the appropriate department managers and that a Risk of Exposure to Blood Borne Pathogens Classification I or II has been assigned to the position as it applies to each employee's job duties.

For jobs which fall into Classification I and II, a list of tasks or procedures which present an occupational exposure to those employees will be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that employees will receive training according to that job's risk classification. These lists must be reviewed on an annual basis by department managers for all positions which they supervise or manage.

### **CLASSIFICATION I**

This classification includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids or tissues, potential spills, and splashes. Use of appropriate measures is required for every employee/student performing these tasks.

### **CLASSIFICATION II**

This classification includes jobs in which required tasks normally do not involve Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids, or tissues. However, exposure or potential exposure may be required as a condition of employment, in normal execution of job duties, or class performance.



**CLASSIFICATION III**

This classification includes jobs in which required tasks involve no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids or tissues, and the employee can decline to perform tasks which involve a perceived risk without retribution.

**NOTE:** All employees/students not covered in Classification I or II will fall into Classification III.

All managers, supervisory personnel, and instructors are responsible for monitoring employees job performance and student class performance and for updating job descriptions/class activities if new tasks are bring performed by individuals in the job/class which present a change in exposure status while at the College or clinical site.

Managers, supervisory personnel and instructors are also responsible for monitoring employees/students training status and their compliance with risk reducing Universal Precautions and specific risk-reducing policies. Supervisors and instructors shall be particularly attentive to recognize and act to prevent unsafe actions.

The Director Human Resources shall ensure that all new position descriptions are reviewed and classified for exposure risk classification prior to being approved by the President. The instructor shall do the same with any new programs for which students perform tasks involving risks.

All employees share responsibility with and for their co-workers to ensure compliance with the letter, spirit, and intent of Brunswick Community College's policies for the prevention or transmission of disease among employees, students, and visitors to the College. Therefore, each employee/student must know how to recognize occupational exposure and must communicate changes in the exposure classification to his/her supervisor if asked to perform tasks or procedures which involve an increased risk of exposure.

*Approved by Brunswick Community College Board of Trustees*  
April 15, 1993; June 28, 2013