



Training Solutions, Delivered!

UNIVERSAL PRECAUTIONS

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5150
© AP Safety Training

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5150 UNIVERSAL PRECAUTIONS FACT SHEET

LENGTH: 2:18 MINUTES

PROGRAM SYNOPSIS:

Bloodborne pathogens are contaminants found in human blood or other bodily fluids that can transmit diseases such as hepatitis, HIV, various hemorrhagic fevers and other illnesses. Bloodborne pathogens can enter your body through contact with an open wound or cut, through needlesticks or other contaminated sharp objects, or through sexual contact. They can also be inhaled or ingested. In order to prevent the spread of diseases caused by contaminated blood or bodily fluids, your organization has developed an Exposure Control Plan as required by OSHA's Bloodborne Pathogens Standard. A major component of this plan is training on the control measures employees should follow to minimize the risk of exposure to potentially infectious materials. As part of this training, this program provides an overview of the use of universal precautions to prevent exposure to bloodborne pathogens.

Topics include the definition of universal precautions, jobs with occupational exposure, use of barrier devices and removal of disposable gloves.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- What universal precautions are and why it's important to follow them when encountering potentially contaminated items;
- Which jobs have occupational exposure that require additional universal precautions training;
- How to properly remove disposable gloves;
- Why sharp objects must be handled with a broom and dustpan, tongs or similar devices.

INSTRUCTIONAL CONTENT:

UNIVERSAL PRECAUTIONS

- To prevent being exposed to bloodborne pathogens, employees must follow "universal precautions" when encountering blood, bodily fluids or potentially contaminated items.
- Following universal precautions simply means treating all such materials as if they are contaminated with bloodborne pathogens and avoiding all direct contact unless proper protective equipment and barrier devices are utilized.
- Following universal precautions also requires avoiding all contact with a bleeding co-worker. The best way to help an injured worker is to alert properly trained first responders.
- If you discover blood, used needles or other potentially infectious materials, avoid direct contact and report the situation immediately so the items can be disposed of properly and the area decontaminated.
- Certain job functions have "occupational exposure" to bloodborne pathogens. Some examples include nurses, first responders, laboratory workers and custodial staff.
- These types of workers will receive job specific training on the universal precautions they must follow when performing their job duties.
- Workers with occupational exposure will be trained to use barrier devices such as latex gloves, masks, face shields and other coverings to prevent exposure. Part of this training will include how to put on and remove the equipment without exposure.
- To remove disposable gloves, first pinch a lower section of one glove between your fingers and pull the glove off. Then, carefully use your finger to slide under the cuff of the remaining glove and pull it off while capturing the other glove inside.
- Because sharp objects can easily puncture latex gloves and other barrier devices, a broom and dustpan, tongs or similar devices must be used to handle sharp objects.
- All employees must follow universal precautions and avoid direct contact with blood or other bodily fluids. Those employees who have occupational exposure must always use the required PPE and barrier devices to prevent exposure while performing their jobs.

UNIVERSAL PRECAUTIONS

ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. b

UNIVERSAL PRECAUTIONS
REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. Following universal precautions requires avoiding all contact with a bleeding co-worker.
 - a. True
 - b. False

2. A broom and dustpan, tongs or similar device must be used to handle sharp objects.
 - a. True
 - b. False

3. Only those employees who have occupational exposure must follow universal precautions and avoid direct contact with blood or other bodily fluids.
 - a. True
 - b. False