



Document #: N-HCD06	 Winnipeg Regional Health Authority Office régional de la santé de Winnipeg	Operational Procedure (OP)	Status: Version 2.0
			Revised: June 2024 Owner: Occupational and Environmental Safety and Health (OESH)
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Purpose	In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.20.030), the following Operational Procedure has been developed to ensure that no WRHA staff or other person present on WRHA property is put at undue risk through working with, or in proximity to biological hazards or infectious materials.
Background	This OP supersedes Biological Hazards Prevention Control Operational Procedure dated May 2009.


1.0	<u>GUIDING PRINCIPLE</u>
1.1.	This operational procedure is designed to Ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health is complied with and where possible exceeded.
1.2.	As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input.

2.0	<u>DEFINITIONS</u>
2.1	<u>Act (The Act and Regulation):</u> The Workplace Safety and Health Act W210 and Regulation of Manitoba.
2.2	<u>Biological Substance:</u> a substance containing living organisms or parts of living organisms in their natural or modified forms.
2.3	<u>Contaminated Laundry:</u> laundry that has been contaminated by waste.
2.4	<u>Directors/Managers/Supervisors/Lead:</u> Means a person who has charge of a workplace or authority over a worker.
2.5	<u>Employer:</u> 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers, and 2.3.2 The Crown and every agency of the government.
2.6	<u>OESH:</u> The Occupational and Environmental Safety and Health Department of the Winnipeg Regional Health Authority.
2.7	<u>Waste:</u> any chemical or biological substance that may create a risk to the safety or health of a worker, including (a) human anatomical waste; (b) animal anatomical waste; (c) microbiological laboratory waste; (d) blood and body fluid waste; and (e) used or contaminated needles and sharps such as knives, blades, scissors and other items that are capable of causing a cut or puncture.
2.8	<u>Work Related Injury/Illness</u> – means any event or exposure at the workplace that causes an adverse health affect to a worker.


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2.9	<p>Worker:</p> <p>2.9.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.</p> <p>2.9.2 Any person engaged by another person to perform services, whether under a contract of employment or not</p> <p>2.9.2.1 who performs work or services for another person for compensation or reward on such terms and conditions that he is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor,</p> <p>2.9.2.2 and who works or performs services in a workplace which is owned or operated by the person who engages him to perform services,</p> <p>2.9.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.</p>
2.10	<p>Workplace: Any building, site, clinical unit, workshop, mobile vehicle, client home or any other premises or location whether indoors or outdoors in which one or more Workers, or self-employed persons are engaged in work.</p>
2.11	<p>Workplace Safety and Health Committee: A committee for Workplaces where at least 20 of the Employer's Workers are regularly employed as established under Section 40 of the Workplace Safety and Health Act.</p>
2.12	<p>Workplace Safety and Health Representative: A Representative for Workplaces where five (5) or more Workers but less than twenty (20) Workers are regularly employed as established under section 40 of the Workplace Safety and Health Act.</p>

3.0	<u>OPERATIONAL PROCEDURES</u>
3.1	<p>All SDOs shall implement prevention and control measures to eliminate or, so far as is reasonably practicable, reduce the worker's risk of exposure to Biological Hazards, Infectious Materials, Waste, and Contaminated Laundry which meet the legislated requirements outlined in 3.2 to 3.7 including, but not limited to:</p> <p>3.1.1 Infection Prevention and Control Manual(s) and Operational Directives</p> <ul style="list-style-type: none"> • Routine Practices • Point of Care Risk Assessment • Additional Precautions • Specific Disease Protocols • Specific Infection Prevention and Control Practices • Operational Directive – Spill Management • Operational Directive – Waste Management <p>3.1.2 Sharps Handling and Disposal Policy</p> <p>3.1.3 Blood and Body Fluid Post Exposure Management</p> <p>3.1.4 Immunization and Tuberculin Testing Policy</p> <p>3.1.5 Injury/Near Miss Process for Work Related Injuries and Illnesses</p>
3.2	<p>Biological Substances</p> <p>The employer must develop and implement safe work procedures respecting the use, production, storage, handling of disposal of any Biological Substance that an assessment has determined creates or may create a risk to the safety or health of a worker in the workplace, train workers in the safe work procedures and ensure that workers comply with the safe work procedures.</p>


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<p>3.3</p>	<p>Infectious Materials</p> <p>If a worker at a health care facility may be exposed to Infectious Materials, an employer must develop and implement safe work procedures to eliminate or, so far as is reasonably practicable, reduce the worker's risk of exposure to infectious materials.</p> <p>The safe work procedures on infectious materials must include the following:</p> <ul style="list-style-type: none"> (a) procedures for storing, handling, using and disposing of infectious materials; (b) procedures for identifying workers at the workplace who may be exposed to infectious materials; (c) infection control measures at the workplace, such as: <ul style="list-style-type: none"> (i) vaccination, (ii) engineering controls, (iii) personal protective equipment, (iv) personal hygiene, (v) management of the environment and equipment, (vi) patient accommodation, (vii) precautions for blood-borne pathogens, and (viii) infection control practices based on specific modes of transmission that may be used in situations where certain diseases or micro-organisms require extra caution; (d) procedures to be followed if any of the following occurs: <ul style="list-style-type: none"> (i) there has been a spill or leak of infectious material, (ii) a worker has been exposed to infectious material, (iii) a worker believes that he or she has been exposed to infectious material; (e) procedures to be followed when a worker has been exposed to blood or bodily fluids; (f) procedures for cleaning, disinfecting or disposing of clothing, personal protective equipment or other equipment contaminated with an infectious material; (g) procedures for investigating and documenting any incident where a worker is exposed to infectious material; and (h) procedures for investigating and documenting any occurrence of an occupationally transmitted infection or infectious disease.
<p>3.4</p>	<p>Waste and Contaminated Laundry</p> <p>If a worker may be exposed to waste or contaminated laundry, an employer must develop and implement safe work procedures with respect to the handling of waste or contaminated laundry.</p> <p>The safe work procedures on waste and contaminated laundry must include the following:</p> <ul style="list-style-type: none"> (a) measures to ensure that waste or contaminated laundry is <ul style="list-style-type: none"> (i) segregated at the place where the waste or contaminated laundry is located or produced, (ii) contained in a clearly identified, secure package or container that holds the contents safely until the waste or contaminated laundry is cleaned, disposed of or decontaminated, and (iii) cleaned, decontaminated or disposed of in a manner that will not create a risk to the safety or health of a worker or other person; (b) procedures respecting the use of personal protective equipment appropriate to the risks associated with waste or contaminated laundry at the workplace.
<p>3.5</p>	<p>An employer must ensure that the area of a laundry facility where contaminated laundry is sorted is separated from the clean laundry area by one or more of the following:</p> <ul style="list-style-type: none"> (a) a physical barrier; (b) a negative air pressure system in the contaminated laundry area;

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	(c) a positive air flow from the clean laundry area through the contaminated laundry area.
3.6	Vaccines and Immunization If a worker has been, may have been or may be, exposed to an infectious material, an employer must (a) provide the worker with (i) information about any vaccine recommended in the Canadian Immunization Guide published under authority of the Minister of Health (Canada), and (ii) the risks associated with the vaccine; and (b) with the worker's consent, arrange for the worker to receive the recommended vaccine and pay any associated costs.
3.7	Sharps Containers and Disposal An employer must provide readily accessible containers for waste needles and sharps such as syringes, blades, scissors and other items that are capable of causing a cut or puncture. The containers must be specifically designed for the storage and handling of waste needles or other sharps.

4.0	<u>RESPONSIBILITIES</u>
4.1	Employer 4.1.1 Act in accordance with the objectives and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations. 4.1.2 Ensure that all workers, and particularly supervisors, foremen, chargehands, or similar persons, are acquainted with any safety or health hazards that may be encountered by the workers in the course of their service and that workers are familiar with the use of all devices or equipment provided for their protection.
4.2	Facility/Program Executive Team 4.2.1 Assign responsibilities to Directors/ Managers/ Supervisors within the facility/program to ensure the implementation of this operational procedure. 4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide/maintain effective implementation. 4.2.3 Support the Operational Procedure throughout the facility/program. 4.2.4 Ensure that any work-related injury or illness of a worker in the course of the worker's work is promptly recorded and that the records are retained for five years from the date the record is made.
4.3	Directors/Managers/Supervisors 4.3.1 Ensure compliance with all aspects of the regulations. The department director is responsible for ensuring that their area of responsibility complies with all aspects of the regulations and this operational procedure. 4.3.2 Ensure workers follow Safe Work Procedures and so far, as is reasonably practicable, 4.3.2.1 take all precautions necessary to protect the safety and health of a worker under his or her supervision, 4.3.2.2 ensure that a worker under his or her supervision works in the manner and in accordance with the procedures and measures required by the Act and the regulations, and 4.3.2.3 ensure that a worker under his or her supervision uses all devices and wears all clothing and personal protective equipment designated or provided by the employer or required to be used or worn by the Act or the regulations.

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	4.3.3 The area manager or supervisor will ensure the Work-Related Injury/Near Miss process is completed for all workplace incidents, injuries or near misses including investigation and corrective action/plan of action. 4.3.3.1 If the injury is an exposure to blood and/or body fluids, the employee should follow the PEP protocol. PEP Protocol packages are found on each unit. The PEP protocol should be followed first since the treatment is time sensitive.
4.4	Workers 4.4.1 Follow all policies, directives, safe work procedures referred to this in document. 4.4.2 In the event of an injury or exposure, complete the Work-Related Injury/Near Miss process and participate in the investigation of the incident including suggesting appropriate corrective action. 4.4.2.1 Where appropriate follow the Post Exposure Protocol.
4.5	Workplace Safety and Health Committee 4.5.1 Consult with the facility/site/program on the development and implementation of this operational procedure. 4.5.2 Review and monitor the effectiveness of this operational procedure.
4.6	OESH Department 4.6.1 Consult with the facility/site/program on the development and implementation of this operational procedure. 4.6.2 OESH will review all work-related injury/near miss forms upon receipt.

5.0	<u>TRAINING REQUIREMENTS</u>
5.1	The training program must be workplace specific, effective and updated every three years or when changes which may affect the procedure are introduced in the workplace.
5.3	All training must be documented. Records must be kept as required by the Workplace Safety and Health Act and Regulations. Facility/program/department is responsible for the maintenance of documents.
5.4	Retraining will be offered if required or upon request
6.0	<u>REFERENCES</u>
6.1	Legislation Manitoba Laws - W210 The Workplace Safety and Health Act https://web2.gov.mb.ca/laws/statutes/ccsm/w210.php?lang=en Consolidated WSH Act and Regulation – Province of Manitoba https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf
6.2	WRHA Policy, Manuals and Operational Procedures WRHA Policy 20.20.030 Workplace Safety and Health https://policies.wrha.mb.ca/human-resources/#111-143-workplace-safety-health

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6.3	WRHA Policy 20.30.050 Immunization and Tuberculin Testing
6.4	WRHA Policy 20.20.020 Sharps Handling, Use and Disposal
6.5	WRHA Policy 20.60.030 Discipline and Discharge
6.6	WRHA OESH Operational Procedure - Blood and Body Fluid – Post Exposure Management https://professionals.wrha.mb.ca/old/professionals/safety/files/OP-BloodandBodyFluidExposure.pdf
6.7	WRHA OESH Operational Procedure - Report and Investigation of Incidents, Work Related Injuries, Illnesses and Near Misses (Injury/Near Miss Form Process) https://professionals.wrha.mb.ca/safety/injury-near-miss/
6.8	WRHA OESH Operational Procedure - Safe Work Procedures https://professionals.wrha.mb.ca/files/C-CDD01-Safe-Work-Procedures-OP.pdf
6.9	WRHA Infection Prevention and Control Manuals Acute Care Manual https://professionals.wrha.mb.ca/infection-prevention-control/manuals/acute-care/
	Community Manual https://professionals.wrha.mb.ca/infection-prevention-control/manuals/community-health-services/
	Long Term Care Manual https://professionals.wrha.mb.ca/infection-prevention-control/manuals/long-term-care/
6.10	WRHA Infection Prevention and Control - Routine Practices https://professionals.wrha.mb.ca/old/extranet/ipc/files/manuals/acute-care/RP_Preamble.pdf
6.11	WRHA Infection Prevention and Control - Point of Care Risk Assessment https://professionals.wrha.mb.ca/old/extranet/ipc/files/manuals/acute-care/RP_PCRA.pdf
6.12	WRHA Infection Prevention and Control Operational Directive – Spill Management https://professionals.wrha.mb.ca/old/extranet/ipc/files/manuals/acute-care/spill-management.pdf
6.13	WRHA Infection Prevention and Control Operational Directive – Waste Management https://professionals.wrha.mb.ca/old/extranet/ipc/files/manuals/acute-care/Waste_Management_OD.pdf
7.0	APPENDIX
	None

8.0	OPERATIONAL PROCEDURE CONTACT
	Regional Director, Occupational and Environmental Safety and Health, Winnipeg Regional Health Authority