



Hazards	Exposure to bloodborne pathogens, puncture wounds, virus/bacteria exposure
Tools/Equipment	Grabber tool, Sharps container, Trash bags, Buckets, Transportation device, Liquid absorbent, Paper towels or similar, Tool to collect material, such as a long-handled metal flat-blade shovel or disposable long-handled scoop or broom/dustpan, Garbage bags (double), Duct tape, ES364
Employee Group(s)	Facilities Management

Required PPE:



Safety Shoes

**Disposable
booties, if
needed**



**Eye
Protection
For splashes**



Gloves

Nitrile



**Dust
Mask**

For Odours

PURPOSE

This SOP is for the use by Facilities Management employees tasked with removal of human body fluids and waste (includes urine, feces, vomit, blood, saliva, semen, menstrual blood), and infectious sharps from grounds, restrooms, buildings, stairwells, or other areas on campus. This also includes employees who may come into contact with waste during their duties but are not tasked to clean it up, e.g. first aid attendants, plumbers, etc.

Materials not covered by this procedure include human remains, more than two cups of blood, the aftermath of criminal incidents (such as shootings or stabbings), suicides, or wild animal droppings (with exception of bird & bat droppings which have their own specific procedures). A contractor should be enlisted to clean such materials.

If active drug use is occurring in any area, employees should leave the area immediately and call Safety & Security, who will contact the RCMP to respond. Refer to Illegal Substances SOP.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.



SUPERVISOR/MANAGER GUIDANCE

If employees have had the required training on Bloodborne Pathogens and this SOP, the tasks outlined in this SOP can be performed effectively and safely by StFX FM employees. If it appears the clean-up or removal task is beyond the scope of an employee to complete (time to perform task, complexity, etc.), the employee should notify their supervisor or manager. Supervisors and managers can assess on a case-by-case basis whether clean-up requests can be performed by their employees or bring in an outside contractor to complete the work. Conditions to consider:

- Type of matter to be cleaned up/removed (see above under Purpose for situations not covered)
- The complexity of hazards present (blood, broken glass, unmarked containers with unknown contents, etc.)
- The size of the area to be cleaned, decontaminated, or cleared

SAFE WORK PRACTICES

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.
- All employees will take Bloodborne Pathogens training yearly, based on the type of work they perform.
- Wash hands before and after donning PPE.
- DO NOT use biohazard bags. All materials shall be absorbed, double-bagged and put directly into an outside garbage container.
- If Personal Contamination occurs:
 1. Remove any contaminated clothing or protective equipment.
 2. If skin has been contaminated, wash with soap and warm water.
 3. If eyes have been splashed, rinse under running water (eyewash or faucet) for at least 15 minutes.
 4. Administer normal First Aid.
 5. Tell your supervisor about exposure incident, and
 6. Seek professional medical advice for evaluation and follow-up care.

PROCEDURES

Routine cleaning

During routine cleaning Custodians may encounter small drops of blood, other potentially infectious materials, and feminine hygiene receptacles with used products. If normal bathroom cleaning procedures are followed when dealing with these situations, there is minimal risk of exposure to bloodborne pathogens. If a situation arises in which you observe more than a few drops of blood or other potentially infectious materials, do not attempt to clean the area. Only trained employees should deal with these situations, using the following procedures.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.



Feces cleanup

Hazards: Potential Virus / bacteria exposure

1. Avoid stepping in feces whenever possible.
2. Minor cleanup (one pile)
 - a. Don appropriate footwear
 - b. Don safety glasses
 - c. Don nitrile gloves
3. Major** cleanup (multiple piles scattered or in one location) **Supervisors determine whether to assign work to employees or to contact contractor (contact custodial manager for contractor options).
4. If feces are in liquid form – first apply disinfectant allow contact time per manufacturer, then apply absorbent to feces.
5. When using a 5-gallon bucket, place the bucket on flat surface near feces. The bucket serves as a rigid receptacle to support 6mil trash bags.
6. Open one trash bag. Open additional trash bag and place it in first trash bag so that there is now an open double bag system. Place in 5-gallon bucket (optional).
7. Use tool to collect material (such as a disposable long handled scoop, broom/dustpan) to transfer materials into the trash bags.
8. Clean and/or disinfect surface area based on surface and location.
9. Decontaminate tool used to collect material (or apply disinfectant and bag tool end, then complete the following cleaning/decontamination at end of shift):
 - a. Apply disinfectant to tool
 - b. Allow contact time provided by disinfectant manufacturer
 - c. Using paper towels, wipe the tool clean of residual feces into trash bag
 - d. Rinse shovel with water into trash bag at site and/or apply disinfectant and bag tool end
 - e. Apply disinfectant to shovel again, if rinsed with water
 - f. Set tool aside to dry or bag tool end when storingClose trash bag, twist bag closed and seal with duct tape. Transport bag by transportation device (such as cart, vehicle, etc.) and dispose of bag directly into outside garbage container only.
11. Remove nitrile gloves and place them in garbage.
12. Don a clean pair of nitrile gloves and remove rubber boots then disinfect or bag.
13. To disinfect all footwear, apply (ES364) to the bottom soles of the footwear.
14. Wait for 30 seconds (wet contact time) standing on a clean surface, before moving to another area or vehicle.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.



Urine cleanup

Hazards: Potential Virus / bacteria exposure

1. Avoid stepping in urine whenever possible
2. Don safety glasses
3. Don nitrile gloves
4. Don appropriate footwear
5. Apply absorbent material
6. When using a 5-gallon bucket, place bucket on flat surface near urine. The bucket serves as a rigid receptacle to support 6mil trash bags.
7. Open one trash bag. Open an additional trash bag and place it in the first trash bag so that there is now an open double bag system. Place in 5-gallon bucket (optional).
8. Use tool or disposable long handled scoop to transfer absorbent/urine into the trash bags.
9. Clean and/or disinfect surface area based on regular cleaning and surface, location, etc.
10. Decontaminate tool used to collect material (or apply disinfectant and bag tool end, then complete the following cleaning/decontamination at end of shift):
 - a. Apply disinfectant to tool
 - b. Allow contact time provided by disinfectant manufacturer
 - c. Wipe tool clean of residual materials with paper towels or other disposable absorbent material. Place towels in bags with urine/absorbent.
 - d. Rinse tool with water into trash bag onsite and/or apply disinfectant and bag tool end.
 - e. Apply disinfectant to shovel again, if rinsed with water
 - f. Set tool aside to dry or bag shovel end
11. Close trash bag, twist bag closed, and seal with duct tape. Transport bag by transportation device (such as cart, vehicle, etc.) and dispose of bag directly into an outside garbage container only.
12. Remove nitrile gloves and place them in garbage.
13. Don a clean pair of nitrile gloves and remove rubber boots then disinfect or bag.
14. To disinfect all footwear, apply disinfectant to the bottom soles of the footwear.
15. Wait for 30 seconds (wet contact time) standing on a clean surface, before proceeding to another area or vehicle.



Blood (< 2 cups) or Other Potentially Infectious Material (OPIM)

(e.g., semen, saliva, menstruation fluids)

Hazards: Potential Virus / bacteria exposure

1. Don safety glasses
2. Don nitrile gloves
3. Use paper towels or similar disposable absorbent material to contain liquid
4. Open one trash bag. Open additional trash bag and place it in the first trash bag so that there is now an open double bag system.
5. Use tool or disposable long handled scoop to transfer soiled towels/absorbent material into the trash bags
6. Apply disinfectant to surface, allow contact time per manufacturer
7. Clean disinfected surface with paper towels.
8. Dispose of paper towels/absorbent material in trash bags.
9. Decontaminate tool used to collect material (or apply disinfectant and bag tool end, then complete the following cleaning/decontamination at end of shift):
 - a. Apply disinfectant to tool
 - b. Allow contact time provided by disinfectant manufacturer
 - c. Set tool aside to dry or bag tool end with new bag
10. Close trash bag, twist bag closed, and seal with duct tape. Transport bag by transportation device (such as cart, vehicle, etc.) and dispose of bag directly into an outdoor garbage container only.
11. Remove nitrile gloves and place them in garbage
12. Wash hands with soap and water if gloves are contaminated with blood or OPIM.
13. Remove or decontaminate appropriate footwear, if necessary

Hypodermic needle collection

Hazards: Exposure to bloodborne pathogens, puncture wound, infection

1. Review [Sharps SOP](#).
2. Don nitrile gloves and eye protection
3. Never touch hypodermic needles with hands, even when gloved
4. Place sharps container on flat surface near the hypodermic needle
5. Use grabber tool to pick up the item in one smooth motion and place it in sharps container
6. Ensure sharps container is closed and secured.
7. Decontaminate grabber tool
 - a. Apply disinfectant to grabber

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.



- b. Allow contact time provided by disinfectant manufacturer
- 8. Store sharps container in a location where it will not become damaged
- 9. Do not retrieve sharps from inside the container
- 10. Properly dispose of sharps container/sharps