



## STANDARD OPERATING PROCEDURES CHECKLIST

### Standard Operating Procedures

1. Identification of work groups who are at risk of exposure to blood and bodily fluids during their routine work. This should include a detailed description of tasks that bring them into contact with blood and body fluids, which may be broken down into three exposure categories. When you examine your employer's program, make sure that all exposed workers are included in the list.
2. Development of Standard Operating Procedures and work practices for each task that brings workers into contact with blood and body fluid.
3. Training on routes of HBV/HIV transmission and SOPs to prevent exposure for all workers who are at risk. A good plan will stipulate the type of training, duration and number of sessions per work group. It will also include training work practices and equipment essential to protect workers from exposure.
4. The inclusion of universal precautions and/or body substance precautions for all affected workers.
5. A provision for voluntary Hepatitis B vaccination provided free of charge to all affected workers by the employer.
6. A post-exposure program that includes counseling the exposed worker about HIV testing and infection, protects the exposed worker's confidentiality and attempts to identify the source patient.
7. Business agents and/or stewards should request the employer's SOPs or infection control plan to evaluate. If you think the program is deficient or inadequate, you may want to press the employer for change.

### Examples of Inadequate Employer Programs

#### 1. Inadequate training

Many employers have considered showing videos about AIDS as adequate training. These have been too technical at times, and there have not been enough trainers present to answer questions. Workers at some institutions found that training did not deal with worker fears about patient contact or other highly charged issues.

#### 2. Inadequate protective equipment

Several workers have complained of receiving defective gloves with holes and tears, or cheaper gloves that tear easily (vinyl gloves tend to be more prone to tearing than latex gloves). Workers in hospitals often wear "one size fits all" gloves, so that some workers do not get a snug fit.

**WORK**  
shouldn't  
**HURT**

**3. Inadequate staffing**

A major problem facing workers in several facilities has been lack of staff to reduce the risk of exposure to blood and body fluids, e. g., too few direct care personnel in mental health facilities or prisons to deal with unpredictable behavior of patients or inmates.

**For more information, contact the AFT Healthcare Occupational Safety and Health Program at 202/393-5674.**