

Annual Safety Training session

Pre-session tasks

The annual safety meeting should remind and train everyone to follow your Exposure Control and Infection Plan (ECIPP), and your Injury and Illness Prevention Plan (IIPP)

You should also explain Explanation of how our IIPP and ECIPP work together to protect workers and our clients

- Review the Formal Training Record form for each person in your facility to determine if any job title-specific topics must be covered in the annual meeting.
- Review job-specific training topics at the end of the general meeting so staff that it doesn't apply can leave.

Attendee Sign-in

Prepare a sign-in sheet for the training session.

AGENDA

ECIPP

Appendix A - Agreement to Comply

Review that everyone agreed to follow the ECIPP plan and why this is important.

Appendix B – Exposure Determination

- Review all job titles and their potential for exposure to blood and other potentially infectious materials (OPIM).
- Review the work practices and personal protective equipment required for each task and procedure performed in the facility
- Review the requirements of any new task or procedure that has been added since the previous annual meeting
- Review what Standard Precautions means
- Review how important it is for everyone to use standard precautions to protect themselves, staff, and clients.

Appendix C - Engineering Controls, Work Practice Controls, and Personal Protective Equipment

Review the following:

- Good work practices and why they are important
- Engineering and work practice controls used in our facility and how they help us to do our jobs safely, and how they help make our facility safe for everyone
- Prohibited activities and practices and why they are dangerous to everyone
- Selecting the right glove for the task from gloves available in the facility
- Donning and removing gloves safely
 - Why is it important to avoid touching the outside of the gloves when donning them?
 - Is it OK to adjust the fingers of a gloved hand with an ungloved hand?
 - What happens when the gloves are too small?
 - What happens when the gloves are too big?
- (If used) Donning and removing sterile gloves
- (If used) Setting Up a Sterile Field
 - What is the only area of the inner wrapping of sterile gloves you can touch?
 - What part of the glove do you touch when picking up the first glove?
 - What should you do if you accidentally touch the outside of a sterile glove with an ungloved hand?
 - Demonstration of proper sterile gloving

Appendix D - Hand Care and Hand Hygiene

- Review and discuss good Hand Care
- Review Hand Hygiene Guidelines

Appendix E – Cleaning and Decontamination

- Review the importance of following the frequency and method of cleaning set out in the ECIPP
 - General Environmental Surfaces
 - Workstation
 - (when applicable) Cleaning and sterilization room

Appendix F – Single-use pre-sterilized and in-shop sterilized instruments

- (when Applicable) Decontaminating, Packaging, Sterilizing and Storing Reusable Instruments
- (When applicable) Single-use instruments- Record-keeping requirements for Purchased pre-sterilized instruments

Appendix G – Preventing Contamination Of Instruments and the Procedure Site

- Review the importance of preventing cross-contamination when performing body art procedures.
 - Discuss the aseptic techniques, including appropriate engineering controls and work practice controls, used to prevent contamination of instruments and the body art procedure site when performing body art

Appendix H - Set-up and Tear-down Procedures

- Review the set-up and tear-down procedures for the types of body art performed in the shop.

Appendix I - Hepatitis B Vaccination

- Review Hepatitis B vaccination benefits
- Review shop procedures for employee vaccination

Appendix J – Exposure Incident – Emergency Envelope

- Review emergency procedures to follow if there is an exposure incident
- Review Where to go and what to take if there is an exposure incident
- Review forms to take to the emergency room
- Review the incident report form and why it is important to complete the form
- Review follow-up procedures

Appendix K – Hazard Communications

- Review warning labels
- Review SDS and how to use them
 - Disinfectants
 - Cleaning products

- Antiseptics and other products used on the skin
- Inks

Appendix L – Record keeping

- Review client records forms
- Discuss the importance of making sure the client completes and signs all forms
- Review what to do with the information client provides about disease conditions

Appendix O – Safe Handling and Disposal of Biohazardous Wastes

- Review of the plan used by the facility to dispose of sharps and non-sharps biohazardous wastes
- How the facility disposes of non-sharps biohazardous waste
- How the facility disposes of sharps waste
- Recordkeeping requirements

Injury and Illness Prevention Plan

The following topics should be covered during the ECIPP section of the Annual Safety Meeting or during the IIPP section of training.

- Explanation of how our IIPP and ECIPP work together to protect workers and our clients
- How to report any unsafe conditions, work practices, or injuries.
- Security Incidents – Situational Awareness
- Procedures to follow when there is an accident or accidental exposure to blood or other potentially infectious materials, including first aid. (Emergency Envelope)
- Cleaning up an accidental biohazardous spill
- Emergency action and fire prevention plan
- Keeping the workstation clean and tidy
- Proper labeling and storage of chemicals
- Hazard communication information about chemical hazards to which employees could be exposed
- How to use Safety Data Sheet
- Preventing the spread of respiratory diseases
- Use of appropriate clothing, including gloves and personal protective equipment
- Practices to prevent musculoskeletal disorders, including sitting properly, arranging clients, keeping hands in a neutral position while tattooing, and proper lifting techniques
- Good hand care and hand hygiene

- Prohibited activities, including drug and alcohol use, horseplay, scuffing, or other acts that influence safety
- Eating and food and beverage storage