**BLOODBORNE PATHOGEN SAMPLE LETTER TO**

**OUTSIDE CONTRACTORS**

To Whom It May Concern:

As required by the OSHA Bloodborne Pathogens Standard (29CFR1910.1030), the **INSERT YOUR MUNICIPALITY HERE** has informed all of its employees of the hazards related to blood or other potentially infectious materials that may be found in the workplace. In addition, employees have been offered the Hepatitis B vaccine, proper workplace practices and controls have been instituted, and a written exposure control plan has been created. All of this has been done in order to minimize the chance that an employee will have exposure to blood and other potentially infectious materials during the course of their normal work duties.

Although it is highly unlikely, there is a possibility that one of **your employees** may be exposed to blood or other potentially infectious materials during the course of your work in our facility. It is your responsibility as the contractor to the **(INSERT MUNICIPALITY HERE)**  to inform him/her of the potential exposure to blood or other potentially infectious materials at a job site.

I am requesting that you establish a procedure so that if an employee has exposure to blood or other potentially infectious materials, this office is informed of that exposure incident within a twenty-four hour period. This will allow us to document the exposure incident and may also enable us to provide you with specific medical advice and/or treatment for your employee that has been exposed.

Thank you for your attention to this matter. If you have any questions or comments, please do not hesitate to contact me directly.

Very truly yours,