

SAFETY AND HEALTH POLICY

_____ will administer a comprehensive and continuous injury and illness prevention program for all employees. The health and safety of the individual employee takes precedence over all other concerns. The goal of _____ is to prevent personal injury and occupational illness and to comply with all safety and health standards. This will be accomplished through the cooperative efforts of all employees. By accepting this mutual responsibility, all employees will contribute to the well-being of each other and to _____.

SAFETY DIRECTOR

The Chief Executive Officer (CEO) will appoint a Safety Director. This individual has the authority and responsibility for the management and coordination of the Safety and Health Program, including all training programs. The Safety Director will conduct periodic safety inspections, review safety policies and procedures, and review safety suggestions presented by employees. The Safety Director will inform the CEO and the Board of Directors of safety performance and recommend appropriate steps toward improvement, in addition to fulfilling reporting and record keeping requirements.

Whenever an unsafe or unhealthful condition, practice or procedure is observed, discovered or reported, the Safety Director or designer will take appropriate corrective measures in a timely manner based upon the severity of the hazard. The Safety Director will inform employees of the hazard and interim measures to be taken until the hazard is corrected. Accident investigation, including motor vehicle accidents, equipment damage accidents, work-related injuries, and follow up is the responsibility of the Safety Director. Such accidents and injuries will be reviewed to discover cause, determine whether they could have been avoided, and the method whereby further occurrences may be prevented. The result of any investigation will be distributed to all employees affected by the hazard, the CEO and the Board of Directors.

RESPONSIBILITY FOR ADHERENCE TO SAFETY RULES , PROGRAMS, AND POLICIES

SUPERVISORS

Supervisors have a responsibility to be familiar with safety and health program requirements including rules and regulations. Supervisors will be trained in aspects of the safety and health program applicable to their particular area and will be qualified to teach employees safe work procedures. Supervisors are responsible for enforcing safety and health rules and regulations in their area and to help provide a safe workplace.

Periodic inspections of the work area, hazard identification, and accident notification are responsibilities of each supervisor. Supervisors are expected to set an example for employees, make sure all employees understand that safety is an important part of their job, and to support them in their safety and health efforts.

EMPLOYEES

All employees of _____ are responsible for following rules, regulations, and established safe work practices and procedures to protect himself/herself as well as his/her fellow workers from injury. Employees shall observe all warning signs. Accidents and safety hazards shall be reported immediately to their supervisor. Employees may remain anonymous if desired. Employees who are unaware of correct safety and health procedures will be trained or retrained. Willful violations of safe work practices will subject the individual to possible disciplinary action, up to and including termination. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.

HAZARD IDENTIFICATION

Inspection of the workplace is a primary tool used to identify unsafe conditions and practices. It is the responsibility of each supervisor to make a periodic job site inspection to check for potential hazards that might occur. A list of potential hazards is to be generated and turned into the Safety Director for analysis to verify the hazard, and determine a plan of action to remove the hazard. The Safety Director and the supervisor will follow up to verify that all potential hazards have been eliminated.

SAFETY AND HEALTH COMMUNICATION

Matters concerning occupational safety and health will be communicated to employees by means of written documentation, safety meetings, formal and informal training and posting. Active participation in the safety and health program and required training is expected, and attendance will be documented. Employees shall attend mandatory safety meetings as designated by the Safety Director.

DISCIPLINARY POLICY

_____ strives to create a safe and healthy workplace for all employees. To achieve this objective will require the cooperation of all employees. In the event that any employee deliberately fails to follow the prescribed rules and policies, the following guidelines regarding disciplinary action may be initiated.

FIRST VIOLATION: Verbal Warning - Notification to be inserted in Personnel file.

SECOND VIOLATION: Written Warning - Employee Signature inserted
personnel file.

THIRD VIOLATION: Termination of employment

The following work violations may result in immediate termination of employment:

- Participating in, or instigating a fight during work hours, or on premises.
- Immoral conduct or indecency.
- Theft or removal from premises, with proper authorization, any _____ property, or property of another employee.
- Unauthorized possession or use of firearms, explosives, or any other concealed weapons during working hours, or at any time on _____ property, in _____ vehicles, or at an _____ function.
- Possessing, using, selling or distributing alcoholic beverages or illegal drugs on _____ property, or in _____ vehicles, or at an _____ function.

This list shall not be construed to deny the right of _____ to discipline any employee for an act or cause not mentioned.

SAFETY RULES

ALL EMPLOYEES WILL ABIDE BY THE FOLLOWING RULES:

1. Unsafe conditions are to be reported to the immediate supervisor.
2. Any and all injuries occurring on the job are to be reported to the immediate supervisor.
3. Smoking is not allowed on _____ property or in _____ vehicles.
4. Personal protective equipment is to be used in any areas where specific hazards exist. For each particular work activity, the protective equipment requirements must be followed.
5. Personal protective equipment shall be properly stored and maintained.
6. Appropriate work clothes shall be worn on the job.
7. All equipment shall be kept in safe working condition. Defective tools or equipment shall not be used, and will be reported to the immediate supervisor.
8. Compliance with all governmental regulations and rules is required.
9. Good housekeeping shall be practiced at all times.
10. The use of, or being under the influence of, alcohol or illegal drugs while on the job, on _____ property, in an _____ vehicle, or at _____ events, is prohibited.
11. All safety rules must be obeyed. Only the Safety Director may remove any posted safety rules.
12. Training on equipment is required prior to unsupervised operation.
13. Horseplay on the job, which results in an unsafe situation, will not be tolerated.

Violations of safety rules may be written up against an employee, which may lead to disciplinary action, up to and including termination.

COMPANY VEHICLES

Any employee driving a company vehicle is required to have an appropriate and valid driver's license, and is expected to drive in the safest manner possible. The driver and all occupants shall wear seat belts at any time they are in the vehicle. All employees are expected to drive to avoid accidents, practice responsible and defensive driving techniques, and to pay attention to the act of driving itself. Driving safely on _____ business is part of each employee's job responsibility.

Notice of Safety/Company Policy Violation

EMPLOYEE NAME: : _____

TODAY'S DATE: _____ VIOLATION DATE _____

VIOLATION PLACE: _____

NATURE OF VIOLATION:

REPORTED BY: _____ TITLE: _____

EMPLOYEE STATEMENT:

_____ I AGREE WITH THE ABOVE STATEMENT

_____ I DO NOT AGREE WITH THE ABOVE STATEMENT

IF YOU DO NOT AGREE, PLEASE EXPLAIN:

EMPLOYEE SIGNATURE: _____ DATE: _____

_____ policy is to strictly enforce company rules. Infraction of these rules will result in the following:

1st infraction: Verbal warning

2nd infraction: Written warning

3rd infraction: Termination

This is your _____ 1st _____ 2nd _____ 3rd infraction

Action taken therefore is: _____

SUPERVISOR: _____ DATE: _____

EMPLOYEE: _____ DATE: _____

TRAINING

EMPLOYEE TRAINING

Personal training in job responsibilities, job operations processes, proper methods and techniques and the hazards associated with each job are important elements in achieving safe operations. Supervisors will be responsible to ensure all newly assigned employees receive adequate training prior to beginning work.

No employees of _____ are to be involved in any hazardous operations such as Hazard Communication, procedures involving Lock Out – Tag Out, Confined Space Entry, or Respirator Use.

FIRST AID TRAINING

All supervisors are required to undergo First Aid/CPR for medical emergencies. These individuals will be designated as first responders.

ON THE JOB TRAINING

Supervisors or the Safety Director will perform on-the-job-training. If an employee demonstrates through accidents or continued unsafe acts that he/she does not understand the safety requirements of the job, the employee will be re-trained by formal training

programs, repeat on-the-job instructions, or be personally counseled by the employee's supervisor and the Safety Director.

OTHER TRAINING

Other training and promotion of safety activities will be accomplished by the Safety Director to include safety film or color slide presentations in various work areas, promotional literature such as safety posters, bulletins, booklets, and other media.

REQUIRED TRAINING

_____ will provide safety training required by OSHA.

OSHA INSPECTION RULES

It may be that a compliance officer from the Occupational Safety and Health Administration (OSHA) will inspect _____. It is imperative that all _____ employees cooperate with this inspection. The following guidelines have been established to assist employees in this inspection process.

1. Always ask for identification from the compliance officer before answering any questions.
2. Ask that your supervisor and the Safety Director be present during questioning.
3. Answer all questions truthfully and to the best of your knowledge.
4. Keep all answers to "yes," "no," or "I don't know" if possible.

FALL PROTECTION SAFETY POLICY

It is the policy of _____ to take all practical measures possible to prevent employees from being injured by falls from heights. _____ will take necessary steps to eliminate, prevent and control fall hazards. **No _____ employee is to place him or herself in a position to experience all fall from a height of 6 feet or more.** All work involving heights of 6 feet or more is to be contracted through qualified contractors and businesses. All employees will be trained to avoid situations where they might be in danger of a fall.

CONFINED SPACE SAFETY POLICY

It is the policy of _____ that no employee shall place themselves in a confined or enclosed space as defined by OSHA 1926.21 (b)(6)(ii), "a confined or enclosed space means any space having a limited egress, which is subject to accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere." All work involving enclosed space(s) is to be contracted through qualified contractors and businesses.

ELECTRICAL HAZARDS SAFETY POLICY

It is the policy of _____ to provide training for employees so that they might identify potential electrical hazards. It is the policy of _____ that no employee will place himself or herself in a position to encounter an electrical hazard. All work involving electrical hazard is to be contracted through qualified contractors and businesses.

The following general inspection and maintenance rules will be followed:

1. All electrical equipment will be inspected for defects prior to use.
2. Damaged or defective electrical equipment will be removed from service and tagged for repair or disposal.
3. All electrical equipment will be used according to the manufacturer's recommendations.
4. Employees will conduct routine maintenance on all electrical equipment as required.

The following electrical safety procedures will be followed:

1. No employee will be permitted to work so close to any part of an electrical power circuit that they may contact the circuit in the course of their work.
2. All extension cords will be continuous lengths without splice.
3. Worn or frayed extension cords should never be used.
4. All cords must be kept clear of working spaces and walkways or other locations in which they are readily exposed to damage.

EMERGENCY RESPONSE SAFETY POLICY

It is the policy of _____ to implement Emergency Response regulations as required by the U.S. Department of Labor, Occupational Safety and Health Administration. The _____ Emergency Response Safety Program applies to all activities where an employee may be occupationally exposed to natural or man-made emergencies.

General requirements:

1. Escape procedures and exit routes will be designed and posted for all locations.
2. In the event of an emergency, employees will evacuate to an assigned location. Supervisors will be responsible for accounting for all employees in their area of responsibility.
3. Rescue and medical duties will be the responsibility of the local responding agency.
4. An appropriate method of reporting fires and other emergencies will be determined.
5. A written emergency action plan shall be maintained in each work location.

Employee responsibility:

1. For each location, the supervisor will be responsible for the emergency action plan and for coordinating emergency action procedures.
2. All employees will follow the directions (with regard to emergency response) of any employee with specific responsibility in the event of an emergency.

3. Only those employees designated and trained in First Aid/CPR shall be allowed to assist with medical duties in an emergency response.
4. Employees will be trained in emergency response procedures. All employees will be expected to abide by the rules set forth in the emergency action plan for the location at which they are working.
5. Any employee violating emergency response procedures for which they have been trained, or who fail to follow the direction of a designated first response employee when required to do so, will be disciplined according to _____ disciplinary policy.
6. Fires and other emergencies will be reported directly to the nearest Emergency Response team by go to the nearest telephone and dialing "911." At the first opportunity, the employee's supervisor, and then the Safety Director will be notified.

Evacuation Procedures:

1. When an evacuation has been initiated, all _____ employees will proceed to the nearest exit by the nearest safety route available to them.
2. After evacuating the structure, _____ employees will proceed to an assigned area where they will be accounted for.
3. _____ employees may not re-enter the structure for any reason until they are instructed to do so.

Emergency Response Safety Program:

_____ will provide training for all employees regarding the emergency response safety program. The program will enable employees to recognize the correct procedures for an emergency response.

1. A competent person as determined by _____, who is aware of the nature of emergency situations likely to be encountered by the employees of _____, shall conduct training. This person must be familiar with _____ emergency response procedures and rules.
2. Training shall include the correct procedures for response and evacuation and the role of employees in the emergency response plan.
3. _____ will certify the employees' training with a record including the name of the trainee, the date of training, the subject of the training, and the signature of the trainer.
4. _____ will retrain all employees annually.

FIRE SAFETY PROGRAM

_____ will ensure that the following will be enforced:

Ignition Hazards:

1. Licensed contractors shall install electrical wiring and equipment for light, health, or power purposes in accordance with fire safety standards.

2. Internal combustion engines or equipment shall be so located that the exhausts are well away from combustible materials.
3. Smoking shall not be permitted in the vicinity of operations, as this constitutes a fire hazard.
4. Storage sites shall be kept free from accumulation of unnecessary combustible materials.
5. No combustible materials shall be stored outdoors within 10 feet of a building or structure.

Indoor Storage:

1. Storage shall not obstruct, or adversely affect, means of exit.
2. All materials shall be stored, handled and piled with due regard to their fire characteristics.
3. Materials shall be piled to minimize the spread of fire internally and to permit convenient access for fire fighting.
4. Materials shall not be stored within 36 inches of a fire door opening.

Flammable and combustible liquids:

- Only approved containers shall be used for storage and handling of flammable and combustible liquids.
- For quantities of one gallon or less, only the original container or approved metal safety can shall be used for storage.
- Approved metal safety cans shall be used for the handling and use of flammable liquids in quantities greater than one gallon.

Fire Emergency Procedures:

IN CASE OF MINOR OR MAJOR FIRE:

1. Leave the fire area. Close the door behind you.
2. Initiate alarm system if there is one. If not, call 911.
3. Contact your supervisor immediately.
4. Initiate Emergency Action Plan.

Portable Fire Extinguishers:

1. _____ provides portable fire extinguishers on all _____ property.
2. _____ will be responsible for the inspection, maintenance and testing of all portable fire extinguishers on its property.
3. _____ will ensure that all portable fire extinguishers are subjected to an annual maintenance check

HAZARD COMMUNICATION - HEALTH/SAFETY POLICY

Definitions.

“Chemical” means any element, chemical compound or mixture of elements and/or compounds.

“Chemical manufacturer” means an employer with a workplace where chemical(s) are produced for use or distribution.

“Chemical name” means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name, which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

“Combustible liquid” means any liquid having a flash point at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C) except any mixture having components with flash points of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

“Common name” means any designation or identification such as code name, code number, trade name, brand name, or generic name used to identify a chemical other than by its chemical name.

“Compressed gas” means (i.) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 deg. F (21.1 deg. C); or (ii.) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F (54.4 deg. C) regardless of the pressure at 70 deg. F (21.1 deg. C); or (iii.) A liquid having a vapor pressure exceeding 40 psi at 100 deg. F (37.8 deg. C) as determined by ASTM D-323-72.

“Container” means any bag, barrel, bottle, box, can cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

“Designated representative” means any individual or organization to whom an employee gives written authorization to exercise such employee’s rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

“Explosive” means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

“Exposure or exposed” means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g., accidental or possible) exposure.

“Subjected” in terms of health hazards includes any route of entry (e.g., inhalation, ingestion, skin contact or absorption).

“Flammable” means a chemical that falls into one of the following categories: (i.)
“Aersol, flammable” means an aerosol that, when tested by the method described in 16

CFR 1500.45, yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening; (ii.) “Gas, flammable” means (A) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at concentration of thirteen (13) percent wider than twelve (12) percent by volume, regardless of the lower limit; (iii.) “Liquid, flammable” means any liquid having a flashpoint of 100 deg. F (37.8 deg. C) or higher, the total of which make up 99 percent or more of the total volume of the mixture. (iv.) “Solid, flammable” means a solid, other than a blasting agent or explosive as defined in 1910.1.09(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be flammable solid if, when tested by the method described in 16 CFR 1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

“Flash point” means the minimum temperature at which liquid gives off a vapor in sufficient concentration to ignite when tested as follows:

(i.) Tagliabue Closed Tester (See American National Standard Method of Test for Flash Point by Tag Closed Tester, Z11.24-1979 (ASTM D 56-79)) for liquids with a viscosity of less than 45 Saybolt Universal Seconds (SUS) at 100 deg. F. (37.8 deg. C) that do not contain suspended solids and do not have a tendency to form a surface film under test; or (ii.) Pensky-Martens Closed Tester (See American National Standard Method for test for Flash Point by Pensky-Martens Closed Tester, Z11.7-1979 (ASTM D 93-79)) for liquids with a viscosity equal to or greater than form a surface film under test; or (iii.) Setaflash Closed Tester (See American National Standard Method of Test for Flash Point by Setaflash Closed Tester (ASTM D 3278-78)). Organic peroxides, which undergo autoaccelerating thermal decomposition, are excluded from any of the flashpoint determination methods specified above.

“Foreseeable emergency” means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

“Hazardous chemical” means any chemical which is a physical hazard or a health hazard.

“Hazard warning” means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for “physical hazard” and “health hazard” to determine the hazards which must be covered.)

“Health hazard” means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

“Identity” means any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

“Immediate use” means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

“Material safety data sheet (MSDS)” means written or printed material concerning a hazardous chemical, which is prepared in accordance with paragraph (g) of this section.

“Mixture” means any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

“Physical hazard” means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

“Pyrophoric” means a chemical that will ignite spontaneously in air at a temperature of 130 degree F (54.4 degree C) or below.

“Responsible party” means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

“Specific chemical identity” means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

“Unstable (reactive)” means a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

“Use” means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

“Water-reactive” means a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

“Work area” means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

“Workplace” means an establishment, job site, or project, at one geographical location containing one or more work areas.

The purpose of this policy is to ensure that the potential hazards of all chemicals used by _____ are evaluated, and that information concerning their hazards and appropriate protective measures is transmitted to _____ employees. This transmittal of information is to be accomplished by means of a

comprehensive hazard communication program, which is to include container labeling and other forms of warning material safety data sheets and employee training.

{Reference OSHA 1910.1200(a)(1)}

Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees, shall include, but is not limited to: developing and maintaining a written hazard communication program, for the workplace, including lists of hazardous chemicals present; labeling of containers of chemicals in the workplace; compilation and availability of material safety data sheets; and development and implementation of employee training programs regarding hazards of chemicals and protective measures. {Reference OSHA 1910.1200(a) (2)}

In compliance with OSHA's Hazard Communication Standard 1910.1200, the following written program has been established. It is the intent and purpose of the Hazard Communication Program to provide all employees information and training about the potential chemical hazards associated with products or substances with which they may have exposure during normal daily activities or during foreseeable emergencies, such as spills or leaks. This program is available for employees to review or copy.

1. Hazard Chemical Inventory

An inventory listing of all known chemicals that are used or stored within _____ property and which have been defined by various sources as "hazardous" will be located in each _____ office and in each building. Specific information on each "hazardous substance" can be obtained by reviewing the appropriate Material Safety Data Sheet (MSDS). Should an employee have any question regarding the proper use of a substance or the information contained in the MSDS, they should direct the question to their supervisor.

2. Material Safety Data Sheets (MSDS)

Material Safety Data Sheets are available for review by all employees. Material Safety Data Sheets provide specific information on each hazardous chemical such as, but not limited to:

- Chemical or Common Names.
- Physical Hazard Data
- Health Hazard Data
- Fire/Explosion/Reactivity Data
- Spill and Disposal Procedures
- Emergency Procedures

3. Container Labeling

It is the policy of _____ that all primary containers of "hazardous" chemicals will contain the following label information:

- Clearly labeled as to contents
- Appropriate hazard warnings

- Name and address of the manufacturer

It is the supervisor's responsibility to assure that all such labels are present and that employees understand their meaning and content.

- Portable containers used for transfer of chemicals from a labeled container need not be individually labeled, as long as the container is intended for immediate use by the employee performing the transfer.
- Labels on incoming containers of hazardous chemicals shall not be removed or defaced in any manner, by anyone.

4. Non-Routine Tasks

On rare occasions, employees may be required to perform non-routine tasks to which there may be exposure to hazardous chemicals. Prior to starting such work, each affected employee will be given information by their supervisor about the chemicals to which they may be exposed during such activity. The information will include the following:

- Specific chemical hazards
- Protective/safety measures
- Measures _____ has taken to reduce the hazards including ventilation, emergency procedures, etc.

5. Employee Information and Training

_____ shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity or specific chemicals). Chemical-specific information must always be available through labels and material safety data sheets. All employees will receive specific information and training on the following:

- An overview of the employee's responsibility and employees rights as contained in the OSHA Hazard Communication Standard (1910.1200);
- Hazardous chemical present in the workplace (chemical inventory);
- The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used;
- Location and availability of the written hazard communication program, including material safety data sheets, and the required list(s) of hazardous chemicals;
- Emergency response and first aid procedures to follow if employee exposure to hazardous substance occurs;

- How to read labels, review, interpret and understand Material Safety Data Sheets.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.,).

After attending the training class, each employee will sign a form to verify that they have attended the training, received a copy of this written program and understand _____ 's policy regarding hazard communication.

Each storage container and stationary process container must identify the hazardous contents. The information is displayed through tag, poster, or affixed label, as is appropriate to the specific storage container.

Suggestions for personal protective equipment are either affixed on the container, displayed on a sign posted in the area, or documented in the form of a symbol or by naming the specific equipment to be used.

Employees are trained on the pipe and tank labeling system used in their facility. Each employee has attended a training session the specific labeling system used at the _____ site at _____ (Name of Facility, Address, City, State, Zip). The session is conducted by _____ (Name of Safety Director or person conducting training and company if applicable) and includes information on how to interpret labels, hazard codes, symbols for personal protective equipment, and where to locate further information if needed or desired.

Manufacture labels are acceptable if labels meet the requirements listed in A and B above.

The individuals responsible for labeling hazardous chemical containers at this _____ site is:

NAME: _____

POSITION: _____

PHONE NUMBER WORK HOURS: _____

PHONE NUMBER AFTER WORK HOURS: _____

(4) Employee Information and Training Requirements:

_____ provides employees with information and training on hazardous chemicals in their work area, at the time of the initial assignment, and whenever a new chemical hazard is introduced in an employee work area.

Initial training of new employees is conducted by _____ (Name of Safety Director or person conducting training and company if applicable). The Hazard Communication Program is explained in detail. Materials discussed include, but is not limited to:

- A) The requirement of the Hazard Communication Program 29 CFR 1910.1200;

- B) Operations in the employee's specific work area where hazardous chemicals are present;
- C) The location and availability of this written program including the required list of hazardous chemicals and Material Safety Data Sheets;
- D) Methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area, i.e., monitoring devices, visual observance, and/or odor.
- E) The potential physical and health hazards of the chemicals in the work area which include whether the chemicals are combustible, compressed gases, explosive, flammable, organic peroxides, oxidizers, pyrophoric, unstable or water reactive, carcinogens, toxic, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins (liver), nephrotoxins (kidney), neurotoxins (nervous system), agents which act on the hematopoietic system (blood cell development), and agents which damage lungs, skin, eyes, or mucous membranes. Also discussed are possible routes of entry for hazardous chemicals such inhalation, skin absorption, ingestion, and eye contact.
- F) The measures employees can take to protect themselves from these hazards including specific procedures to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and agents which damage lungs, skin, eyes, or mucous membranes.
- G) The details of this program developed by _____ including an explanation of the labeling system and the Material Safety Data Sheets, and how employees can obtain and use the appropriate hazard information.

Note: Video tapes, slides, pamphlets, and formal presentations may be used in addition to specific training as outlined in 4-7 of this program.

GENERALIZED TRAINING IS NOT ACCEPTABLE.

As employees are exposed to new hazardous chemicals introduced into the workplace or new information is obtained on existing hazardous chemicals, employees shall be trained on the information and hazards presented by these changes. Training shall be conducted by _____ (Name of Safety Director or person conducting training and company if applicable).

Note: The primary documents for training of employees are the **MATERIAL SAFETY DATA SHEETS.**

5) Material Safety Data Sheets:

_____ maintains
Materials Safety Data Sheets (MSDS's) for each hazardous chemical at
_____ (Name of Facility, Address, City,
State, Zip). Each MSDS is in English and contains at least the following
information:

- A) The identity used on the label and, subject to the Trade Secret provisions of the Standard, the chemical and common name(s) of the hazardous ingredient(s)
- B) The Physical and Chemical characteristics of the hazardous chemical (vapor pressure, flash point, etc.)
- C) The Physical Hazards of the chemical, including potential for fire, explosion and reactivity
- D) The Health Hazards of the chemical, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical
- E) The Primary Route (s) of Entry
- F) The Permissible Exposure Limit (PEL) and the Threshold Limit Value (TLV)
- G) Whether the chemical has been listed as a carcinogen or found to be a potential carcinogen in information sources prescribed by the Standard
- H) Any generally applicable precautions for safe handling and use, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks
- I) Any generally applicable control measures, such as appropriate engineering controls, work practices or personal protective equipment
- J) Emergency and First Aid procedures
- K) The date and preparation of the MSDA and/or last revision
- L) The Name, Address and Telephone Number of the party responsible for preparing or distributing the MSDSs who can provide additional information on the hazardous chemical and applicable emergency procedures, if necessary.

MSDSs for all hazardous chemicals used by _____
are obtained either from the distributor or directly from the manufacturer.

_____ (Name of Safety Director or Supervisor) maintains copies of MSDSs for each hazardous chemical in the workplace. Copies are readily accessible during each work shift to employees when they are in their work areas. An employee may review copies of the MSDSs by requesting them from the individuals for maintaining the MSDS file.

A Master Set of MSDSs is located at the _____. In addition, the appropriate MSDSs are located in the following work areas:

LOCATION: _____ FILE KEEPER|: _____

LOCATION: _____ FILE KEEPER _____

LOCATION: _____ FILE KEEPER: _____

The individual responsible for maintaining the Master Set of MSDSs is

NAME: _____ POSITION: _____

LOCATION: _____

PHONE NUMBER WORK HOURS: _____

PHONE NUMBER AFTER WORK HOURS: _____

6) Hazards of Non-Routine Tasks:

Non-routine tasks are those which employees are assigned to perform periodically but not on a daily basis. If the task does not expose the employees to different hazards from those to which they are routinely exposed to on a daily basis, additional training need not be conducted.

Employees involved in non-routine tasks are informed of all chemical exposures during the performance of the non-routine tasks. The information provided includes:

- A) The common name and the chemical name of each substance to which the employee may be exposed during performance of the task(s).
- B) The known Physical and Health Hazards, both acute and chronic, of the chemicals.
- C) The safety measures and personal protection to be taken by the employee.
- D) Methods of detection in case of exposure or leakage.

Before beginning a non-routine procedure, employees will attend a training session during which the above information will be explained by _____ (Name of Safety Director, or person conducting training and company if applicable).

7) Information to Contractors:

All contractors bringing employees on site are responsible for training their employees in safe chemical handling. _____ informs all contractors with employees working at any _____ site of the hazardous chemicals the contractor's employees may be exposed to while performing their work and provides suggestions or appropriate protection measures. _____ **provides or makes available all appropriate MSDSs to the contractor. This information is provided as part of the bid package, which is given to potential contractors when considering bids for a job.**

In addition, contractors who perform routine work, or have open-ended contracts on _____ sites, will be provided the same information. The method of providing this information will vary somewhat; however, the information will be provided either by means of a meeting held by _____ personnel, which the contractor will be required to attend, or the information will be mailed to the contractor's place of business.

NOTE: TRAINING AND INFORMATION OF CONTRACT EMPLOYEES, ULTIMATELY, IS THE RESPONSIBILITY OF EACH CONTRACTOR.

LOCKOUT/TAGOUT SAFETY PROGRAM

The purpose of this program is to establish and implement procedures and programs for affixing appropriate lockout devices to electrical systems to isolate and control the hazardous energy during repair, maintenance or installation of equipment. It is the policy of _____ that no employee shall be in a position to repair, maintain or install equipment, which would require lockout/tagout. All such work will be contracted through independent, licensed electrical businesses and contractors. It is the further policy of _____ that all outside, independent contractors will adhere to this policy when repairing, maintaining or installing equipment containing electrical systems. The authorized contractor will receive a copy of this policy and implement the following, in the following sequence:

1. All personnel in the work area will be notified that lockout/tagout procedure is going to be implemented and the type and duration of work to be performed. Notification shall be given before the controls are applied and after they are removed from the equipment.

2. Prepare for shutdown making sure the type and amount of energy to be controlled is known, what the hazards of this energy are, and how the energy is to be controlled.
3. Shutdown the equipment by using the nearest operating controls to affect an orderly shutdown to avoid increased hazards when the equipment is de-energized.
4. Isolate the equipment from its energy source by physically turning off the control panel.
5. Apply the lockout device (with lockout tag attached to the locking shackle) in a manner that will hold the energy-isolating device in a "safe" or "closed" position.
6. Check for and dissipate any stored energy.
7. Verify equipment isolation by attempting to start the equipment with its normal starting operating controls.
8. Perform work required to the equipment that will allow the lockout to be completed only after steps 1 through 7 have been performed and all personnel have been evacuated to safe areas. In the event the equipment must be operated as a part of the work being performed, after each work sequence or session is performed, steps 1 through 7 will be performed again.
9. Remove lockout/tagout devices only after all work has been performed and appropriate checks have been made by the authorized employee to ascertain that the equipment is in acceptable and safe operating condition. Notify all affected employees that the lockout/tagout condition has been completed and terminated.

Equipment Required:

- 1) Locking devices will be on a one lock one key basis and only the Safety Director will check any particular key to the authorized electrical contractor.
- 2) Tagging device will be such that it identifies the equipment is being shut down as a part of a lockout/tagout procedure. The tag will be affixed in a clearly visible and permanent manner to the locking device.

Periodic Inspections:

Periodic Inspections will be conducted on at least an annual basis by the Safety Director to ensure that these procedures are implemented and are being diligently followed. The areas of interest to this inspection are;

1. All proper and authorized devices are in the possession of the Safety Director.
2. Review of all circumstances that required the utilization of the lockout/tagout procedure during the last year.

EXPOSURE CONTROL POLICY

Bloodborne Pathogens {Reference OSHA Standard 1910.1030}

Definitions:

For purposes of this section, the following shall apply:

Blood means human blood, human blood components, and products made from human blood.

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV)

Clinical Laboratory means a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry means laundry, which has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Engineering Controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Handwashing Facilities means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

Licensed Healthcare Professional is a person whose legally permitted scope of practice allows him or her to independently perform the activities required by paragraph (f) Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

HBV means hepatitis B virus.

HIV means human immunodeficiency virus.

Needleless systems means a device that does not use needles for: (1) The collection of bodily fluids or withdrawal of body fluid after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV - or HBV - containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV

Parenteral means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Production Facility means a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Sharps with engineered sharps injury protections means a nonneedle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Exposure Control Plan

As required by OSHA 1910.1030, _____ shall have an Exposure Control Plan designed to eliminate or minimize employee exposure. A copy of the Exposure Control Plan shall be accessible to all employees. The Exposure Control Plan shall be made available to OSHA upon request for examination.

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures, which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of such plans shall also:

- Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens.
- Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

_____ shall solicit input from non-managerial employees for direct patient care who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls.

The Exposure Control Plan shall include:

- An exposure determination made without regard to the use of personal protective equipment, listing;
 - All job classifications in which all employees in those job classifications have occupational exposure.
 - All job classifications in which some employees have occupational exposure and
 - All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and that are performed by employees in job classifications listed above.
- The schedule and method of implementation for Methods of Compliance, Hepatitis Vaccination and Post-Exposure Evaluation and Follow-up,

Communication of Hazards to Employees, Recordkeeping, and the procedure for the evaluation of circumstances surrounding exposure incidents.

EXPOSURE CONTROL PLAN

PAGE 1

In accordance with the OSHA Bloodborne Pathogen Standard, 20 CFR 1910.1030,
_____ has developed the following exposure control plan:

A. Exposure Determination:

1) The Standard requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure regardless of frequency. At the _____ facility at _____ (Name of Facility, Address, City, State, Zip), the following job classifications are in this category:

- a) _____ e) _____
 - b) _____ f) _____
 - c) _____ g) _____
 - d) _____ h) _____
- (Continue list as needed)

2) In addition, if the employer has job classifications in which some employees may have occupational exposure then a listing of those classifications is required. Since not all employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification	Task/Procedure
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

B. Implementation Schedule/Methodology/Methods:

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the Standard. The following complies with this requirement:

1) Universal precautions will be observed at all _____ facilities, sites, and offices to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

2) Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees of _____. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At _____ (Name of Facility), the following engineering controls will be utilized:

- | | |
|----------|----------|
| a) _____ | e) _____ |
| b) _____ | f) _____ |
| c) _____ | g) _____ |
| d) _____ | h) _____ |
- (Continue as needed)

3) The above controls will be examined and maintained on a regular schedule by _____ (Infectious Control Officer/Dept. Supervisor). The schedule for reviewing the effectiveness of the controls is as follows: _____ (Time Frame – Daily – Once/Week, etc.).

4) Hand washing facilities are available to employees who incur exposure to blood or other potentially infectious materials. OSHA requires these facilities to be readily accessible after incurring exposure. At _____ (Name of Facility), hand-washing facilities are located:

- | | |
|----------|----------|
| a) _____ | d) _____ |
| b) _____ | e) _____ |
| c) _____ | f) _____ |
- (Continue as needed)

5) Where hand-washing facilities are not feasible, the Standard allows for antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes for use. Employees will be required to wash hands with soap and running water as soon as possible. Locations where hand-

washing facilities may not be readily accessible may be work areas for ambulance/security/incinerator personnel.

- 6) After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately as soon as feasible with soap and water.
- 7) If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

C. Needles:

- 1) Contaminated needles and other contaminated sharps will NOT be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a mechanical device or a one-handed technique.
- 2) At _____ (Name of Facility), recapping or removal is only permitted for the following procedures used with the appropriate mechanical device or one-handed technique.
 - a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____
 - f) _____(Continue as needed)

D. Sharps Containers/Reusable:

- 1) Contaminated sharps that are reusable are to be placed immediately, or as soon as possible, after use into appropriate sharps containers. At _____ (Name of Facility), sharps containers are puncture resistant, labeled with a biohazard label, and are leak proof. At _____ (Name of Facility), locations for reusable sharps containers are located in the following areas:
 - a) _____
 - b) _____
 - c) _____
 - d) _____(Continue as needed)
- 2) Sharps containers shall be emptied at regular intervals _____ (Daily/Weekly, etc.) and by _____ (Infectious Control Officer/Dept. Supervisor).

E. Work Area Restrictions:

- 1) In work areas where there is foreseeable exposure to blood or other potentially infectious material, employees are not to eat, drink, apply cosmetics or lip balm, smoke or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, on counter tops or bench tops where blood or other potentially infectious material are present. **Mouth pipetting/suctioning of blood or other potentially infectious material is strictly prohibited.**
- 2) All procedures will be conducted in a manner which will minimize splashing, spraying, splattering and generation of droplets of blood or other potentially infectious material. Methods used to accomplish this goal are:
 - a) _____
 - b) _____
 - c) _____
 - d) _____(Continue as needed)

F. Specimens:

- 1) Specimens of blood or other potentially infectious material will be placed in a container, which prevents leakage during the collection, handling, processing, storage and transport of the specimens.
- 2) The container used for this purpose will be labeled, or color-coded in accordance with the requirements of the Standard.

NOTE: The Standard provides for an exemption for specimens from the labeling/color coding requirements providing workers use universal precautions in the handling of specimen containers and if the containers are recognizable as containing specimens. This exemption applies only to in-house specimen containers.

- 3) Any specimen that could puncture a primary container will be placed within a secondary container, which is puncture resistant. Specimens at _____ (Name of Facility), which could puncture the primary container are:
 - a) _____
 - b) _____
 - c) _____
 - d) _____

(Continue as needed)

- 4) Secondary containers and locations for _____
_____ (Name of Facility) are:

Secondary Container:	Location:
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

- 5) If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

G. Contaminated Equipment:

- 1) Equipment which has been contaminated with blood or other potentially infectious material shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.
- 2) At _____ (Name of Facility), equipment which is not feasible to decontaminate prior to servicing or shipping is as follows:
- a) _____ c) _____
- b) _____ d) _____

H. Personal Protective Equipment:

- 1) All personal protective equipment (PPE) used at _____ (Name of Facility) will be provided at NO COST to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious material. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious material to pass through or reach the employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
- 2) Tasks and the type of protective clothing and equipment will be provided to employees by _____ (Dept. Supervisor or Shift Supervisor) and are listed below:

Task	PPE:
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

(Continue as needed)

3) All PPE will be cleaned, laundered, and disposed of by _____ (Facility Name) and at NO COST to employees. All repairs and replacements will be made by _____ (Facility Name) also at NO COST to employees.

4) All garments that are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. The following protocol has been developed to facilitate leaving the equipment at the work area:

PPE Storage:	Location:
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

(Continue as needed)

5) Gloves shall be worn where it is reasonably anticipated employees will have hand contact with blood or other potentially infectious material, non-intact skin, and/or mucous membranes. Gloves shall be provided by _____ (Shift Supervisor or Nursing Supervisor) and shall be worn by all employees performing the following tasks:

- a) _____
- b) _____
- c) _____
- d) _____

(Continue as needed)

6) Disposable gloves used at _____ (Name of Facility) are not to be washed or decontaminate for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if gloves are torn, punctured, or when their ability function as a

barrier is compromised. Utility gloves may be decontaminated for re-use provided the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.]

7) Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or potentially infectious material may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations at _____ (Name of Facility) which would require such protection are as follows:

- a) _____
- b) _____
- c) _____
- d) _____

(Continue as needed)

8) The Standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. Situations at _____ (Name of Facility) requiring such protection are as follows:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

(Continue as needed)

9) The following areas at _____ (Name of Facility) will be cleaned and decontaminated according to the following schedule:

Area:	Schedule
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____
e) _____	_____
f) _____	_____

(Continue as needed)

- 10) Decontamination will be accomplished by utilizing the following materials: 1:10 to 1:100 bleach solution or EPA registered germicides.
- 11) All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious material, as well as the end of the work shift if the surface may have been contaminated since the last cleaning.
- 12) All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis by _____ (Shift Supervisor or Nursing Supervisor). At _____ (Name of Facility) these inspections shall be conducted at least _____ (Daily/Weekly/Each Shift)
- 13) Any broken glassware, which may be contaminated will not be picked up directly the hands. The following procedures will be used:
 - a) _____
 - b) _____
 - c) _____(Continue as needed)

I. Regulated Waste Disposal:

- 1) All contaminated sharps shall be discarded as soon as feasible in sharps containers, which have been placed in the following locations:
 - a) _____
 - b) _____
 - c) _____(Continue as needed)
- 2) Regulated waste, other than sharps, shall be placed in appropriate containers, i.e., red bags or containers marked with the Bio-Hazard label. Such containers are in the following locations:
 - a) _____
 - b) _____
 - c) _____(Continue as needed)

J. Laundry Procedures:

- 1) Laundry contaminated with blood or other potentially infectious material will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Laundry will not be sorted or rinsed in the area of use.
- 2) All employees who handle contaminated laundry will utilize personal protective equipment to prevent contact with blood or other potentially infectious material.
- 3) Contaminated laundry at _____ (Name of Facility) shall be laundered by _____ (Location/Facility Name). If contaminated laundry is to be cleaned by an outside source, _____ (Name of Facility), shall inform outside service of the requirements in 29 CFR 1910.1030(d).

K. Hepatitis “B” Vaccine:

- 1) All employees who have been identified as having exposure to blood or other potentially infectious material will be offered the Hepatitis “B” Vaccine at NO COST to the employee. The vaccine shall be offered within ten (10) working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.
- 2) Employees who decline the Hepatitis “B” Vaccine will sign a waiver, which uses the wording in Appendix “A” of the OSHA Standard and this Exposure Control Plan.
- 4) Employees who initially decline the vaccine but who later wish to have it may have the vaccine provided at NO COST. The vaccine will be administered by _____ (Name of Physician). The person responsible for ensuring the vaccine has been offered or waivers signed for each employee is _____ (Infectious Control Officer or Department Supervisor).

L. Post Exposure Evaluation and Follow-up:

- 1) When an employee incurs an exposure incident, it shall be reported to _____ (Infectious Control Officer or Supervisor) who has the responsibility for maintaining records involving exposure incidents.
- 2) All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA Standard. This follow-up shall include the following:

a) Documentation of the route of exposure and the circumstances related to the incident.

b) If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individuals shall be tested after consent is obtained for HIB/HIV infectivity.

c) Results of testing of the source individuals will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

_____ (Name of Facility) may modify this provision according to local laws on this subject. Modifications shall be listed below:

a) _____

b) _____

c) _____

(Continue as needed)

d) The employee shall be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for at least ninety (90) days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, then appropriate action and be taken and the blood sample discarded.

e) The employee shall be given appropriate counseling precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experience to appropriate personnel.

f) The employee shall be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. These recommendations are currently as follows:

a) _____

b) _____

c) _____

(Continue as needed)

- g) The following person(s) has been designed to assure the policy outlined here is effectively carried out as well as maintaining records related to this policy: _____ (Name).

M. Interaction with Health Care Professionals:

- 1) A written opinion shall be obtained from _____ (Name) who is the health care professional responsible for evaluations at _____ (Name of Facility). Written opinions will be obtained in the following instances:
- a) When the employee is sent to obtain the Hepatitis “B” Vaccine, and
 - b) Whenever the employee is sent to a health professional following an exposure incident.
- 2) Health care professionals shall be instructed to limit their opinions to:
- a) Whether the Hepatitis “B” Vaccine is indicated and if the employee has received the vaccine, for evaluation following an exposure incident and the employee has been informed of the results of the evaluation and
 - b) The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious material. This opinion shall not reference any personal medical information.

N. Employee Training:

- 1) Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training shall be conducted by _____ (Name) and shall include an explanation of:
- a) The OSHA Standard 29 CFR 1910.1030.
 - b) Epidemiology and syptomatology of bloodborne pathogens.
 - c) Modes of transmission of the bloodborne pathogens
 - d) Exposure Control Plan.
 - e) Procedures that might cause exposure to blood or other potentially infectious material.
 - f) Control methods that will be used to control exposure to blood or other potentially infectious material.
 - g) Personal Protective Equipment availability and requirements.
 - h) Post Exposure Evaluation and Follow-up.
 - i) Signs and labels in use.
 - j) Hepatitis “B” Vaccine Program.

- 2) All employees shall receive annual refresher training within one (1) year of their previous training date.
- 3) All training material and training outline are located at _____
(Location)

O. Recordkeeping:

- 1) All records by the OSHA Standard will be maintained by _____ (Name)
- 2) Records shall be established and maintained for each employee in accordance with 29 CFR 1910.20 and 1910.1030. All medical and training records shall be made available to subject employee, to person(s) having written consent of subject employee, and to the Assistant Secretary of OSHA in accordance with 29 CFR 1910.20

Hepatitis “B” Declination

I understand that due to my occupational exposure to blood or other potentially infectious material that I may be at risk of acquiring hepatitis “B” virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis “B,” a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with hepatitis “B” vaccine, I can receive the vaccine at no charge to me.

Signature _____

Printed Name _____

Title _____

Date_____

Training Record

Date: _____

Summary or Contents of Training

Session: _____

Name and Qualifications of Person Conducting Training: _____

Name and Job Titles of Persons Attending Training: _____

Methods of Compliance

General: Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and Work Practice Controls

General: Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used. Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

Hand washing: _____ shall provide hand-washing facilities, which are readily accessible to employees. When provision of hand washing facilities is not feasible, _____ shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible. Employees shall wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Employees shall wash their hands and any other exposed skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.

Sharps: Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed except when no alternative is feasible or such action is required by a specific, documented medical or dental procedure. Such bending, recapping or needle removal must be accomplished through the use of a mechanical device or a one-handed technique. Shearing or breaking of contaminated needles is prohibited. Immediately or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be puncture resistant, leak proof on the sides and bottom, and labeled or color-coded. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other potentially infectious materials are present.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation

of droplets of these substances. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

Specimens of blood or other potentially infectious materials shall be placed in a container, which prevents leakage during collection, handling, processing, storage, transport, or shipping.

Storage Containers: The container for storage, transport, or shipping shall be labeled or color-coded according to this policy and closed prior to being stored, transported, or shipped. When a facility utilizes Universal Precautions in the handling of all specimens, the labeling/color-coding of specimens is not necessary provided containers are recognizable as containing specimens. This exemption only applies while such specimens/containers remain within the facility. Labeling or color-coding is required when such specimens/containers leave the facility. If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage, during handling, processing, storage, transport, or shipping and is labeled or color-coded according to OSHA requirements. If the specimen could puncture the primary container, the primary container shall be placed within a secondary container, which is puncture-resistant in addition to the above characteristics.

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be contaminated as necessary, unless it can be demonstrated that decontamination of such equipment or portions of such equipment is not feasible. A readily observable label in accordance with OSHA requirements shall be attached to the equipment stating which portions remain contaminated. This information shall be conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, servicing, or shipping so that appropriate precautions will be taken.

Personal Protective Equipment

Provision: When there is occupational exposure, _____ shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee’s work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Use: All employees shall use appropriate personal protective equipment unless the employee has temporarily and briefly declined to use personal protective equipment

when, under rare and extraordinary circumstances, it is the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. Defective and /or damaged personal protective equipment shall not be used.

Employee-owned equipment: Where employees provide their own protective equipment, _____ shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

Design: All personal protective equipment shall be of safe design and construction for the work to be performed.

Hazard assessment and equipment selection: _____ shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present or likely to be present, _____ shall:

- Select, and have each affected employee, use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
- Communicate selection decisions to each affected employee; and
- Select PPE that properly fits each affected employee. Note: Non-mandatory Appendix B contains an example of procedures that would comply with the requirement for a hazard assessment.

_____ shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.

Training: _____ shall provide training to each employee who is required to use PPE. Each such employee shall be trained to know at least the following:

- When PPE is necessary;
- What PPE is necessary;
- How to properly don, doff, adjust, and wear PPE;
- The limitations of the PPE; and
- The proper care, maintenance, useful life and disposal of the PPE.

Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. When there is any reason to believe that an affected employee who has been trained does not have the understanding and skill required to safely and effectively use PPE, the employee shall be retrained until they can demonstrate proper understanding and ability to use PPE. Changes in the workplace that render previous training obsolete, and changes in the types of PPE to be used that render previous training obsolete will also have occasional retraining. _____ shall verify that each affected

employee has received and understood the required training through a written certification that contains the name of each employee trained, the date(s) of training, and that identifies the subject of the certification.

Eye and face protection

General requirements: _____ shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles or objects, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.

_____ shall ensure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Accessibility: _____ shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

Cleaning ,Laundering, and Disposal: _____ shall clean launder, and dispose of personal protective equipment at no cost to the employee.

Repair and Replacement: _____ shall repair or replace personal protective equipment as needed to maintain its effectiveness at no cost to the employee. If blood or other potentially infectious materials penetrate a garment(s), the garment(s) shall be removed immediately or as soon as feasible.

All personal protective equipment shall be removed prior to leaving the work area. When personal protective equipment is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Gloves: Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces. Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Disposable (single use) gloves shall not be washed or decontaminated for re-use.

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks, Eye Protection, and Face Shields: Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Gowns, Aprons, and other Protective Body Clothing: Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated.

Housekeeping

General: _____ shall ensure that the worksite is maintained in a clean and sanitary condition. _____ shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have been contaminated since the last cleaning.

Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the work shift if they may have become contaminated during the shift.

All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

Broken glassware, which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

Regulated Waste – Contaminated Sharps Discarding and Containment

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom and labeled or color-coded in accordance with OSHA standards.

During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found, maintained upright throughout use, replaced routinely, and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping, and placed in a secondary container if leakage is possible. The second container shall be closable, constructed to contain all contents and prevent leakage during handling, storage, transport, or shipping, and labeled or color-coded according to OSHA regulations.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner, which would expose employees to the risk of percutaneous injury.

Other Regulated Waste Containment

Regulated waste shall be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping, labeled or color-coded in accordance with OSHA standard and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

If outside contamination of the regulated waste container occurs, it shall be placed in a second container. The second container shall be closable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping, labeled or color-coded in accordance with OSHA standards, and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Disposal of all regulated waste shall be in accordance with applicable regulations of the United States, States and Territories, and political subdivisions of States and Territories.

Laundry

Contaminated laundry shall be handled as little as possible with a minimum of agitation, bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use. Contaminated laundry shall be placed in and transported in bags or containers labeled or color-coded in accordance with OSHA standards. When facility utilizes Universal Precautions in the handling of all soiled laundry, alternative labeling or color-coding is sufficient if it permits all employees to recognize the containers as requiring compliance with Universal Precautions.

Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and

transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

_____ shall ensure that employees who have contact with contaminated laundry wear protective gloves and other appropriate personal protective equipment.

When a facility ships contaminated laundry off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, the facility generating the contaminated laundry must place such laundry in bags or containers which are labeled or color-coded in accordance with OSHA standards.

Hepatitis “B” Vaccination and Post-exposure Evaluation and Follow-up

_____ shall make available the hepatitis “B” vaccine and vaccination to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident.

_____ shall ensure that all medical evaluations and procedures including the hepatitis “B” vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are made available at no cost to the employee, made available to the employee at a reasonable time and place, performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional, and provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place, except as specified below. _____ shall ensure that all laboratory tests are conducted by an accredited laboratory at no cost to the employee.

Hepatitis “B” Vaccination

The hepatitis “B” vaccination shall be made available after the employee has received training regarding the hepatitis “B” vaccine, including information of its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge, and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis “B” vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a prescreening program shall not be prerequisite for receiving hepatitis “B” vaccination.

If the employee initially declines hepatitis “B” vaccination but at a later date while still covered under the standard decides to accept the vaccination, _____ shall make available hepatitis “B” vaccination at that time.

_____ shall assure that the employees who decline to accept the hepatitis “B” vaccination sign a statement attesting that they are declining the vaccination. If a routine booster dose(s) of hepatitis “B” vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available in accordance with this policy.

Post-exposure Evaluation and Follow-up

Following a report of an exposure incident, _____ shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
- Identification and documentation of the source individual, unless _____ can establish that identification is infeasible or prohibited by state or local law;
 - The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
 - When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
 - Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- Collection and testing of blood for HBV and HIV serological status:
 - The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 - If the employee consents to baseline blood collection, but does not give consent at that time for HIV serological testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
 - Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;
 - Counseling; and
 - Evaluation of reported illnesses.

Information Provided to the Healthcare Professional

_____ shall ensure that the healthcare professional responsible for the employee's Hepatitis "B" vaccination is provided a copy of the applicable regulation (Reference OSHA 1910.1030).

_____ shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:

- A copy of the applicable regulation (OSHA 1910.1030);
- A description of the exposed employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and circumstances under which exposure occurred;
- Results of the source individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

Healthcare Professional's Written Opinion

_____ shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for Hepatitis "B" vaccination shall be limited to whether Hepatitis "B" vaccination is indicated for an employee, and if the employee has received such vaccination. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

- That the employee has been informed of the results of the evaluation; and
- That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

Medical Recordkeeping

Medical records required by this policy and applicable OSHA standard shall be maintained in accordance with the record keeping section of this policy.

Communication of Hazard to Employees

Labels: Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials except as provided below. Labels shall include the following legend.



These labels shall be fluorescent orange or orange-red or predominately so, with lettering and symbols in a contrasting color. Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

Red bags or red containers may be substituted for labels.

Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements listed above.

Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment or disposal are exempted from the labeling requirement.

Labels required for contaminated equipment shall be in accordance with this paragraph and shall also state which portions of the equipment shall remain contaminated.

Regulated waste that has been decontaminated need not be labeled or color-coded.

Information and Training

_____ shall ensure that all employees with occupational exposure participate in a training program to be provided at no cost to the employee and during work hours.

Training shall be provided as follows:

- At the time of initial assignment to tasks where occupational exposure may take place;
- At least annually thereafter.

_____ shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used. The training program shall contain at a minimum the following elements:

- An accessible copy of the regulatory text of the OSHA standard and an explanation of its contents;
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the modes of transmission of bloodborne pathogens;
- An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;
- Information on the types, proper use, location, removal handling, decontamination and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on the hepatitis "B" vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure;
- An explanation of the signs and labels and/or color coding required by OSHA regulation; and
- An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it related to the workplace that the training will address.

Recordkeeping – Medical Records

_____ shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with 29 CFR 1910.1020. This record shall include:

- The name and social security number of the employee;
- A copy of the employee's hepatitis "B" vaccination status including the dates of all the hepatitis "B" vaccinations and any medical records relative to the employee's ability to receive vaccination;

- A copy of all results of examinations, medical testing, and follow-up procedures;
- The employer's copy of the healthcare professional's written opinion; and
- A copy of the information provided to the healthcare professional.

Confidentiality

_____ shall ensure that employee medical records are kept confidential, and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by OSHA regulation or as may be required by law. _____ shall maintain employee medical records for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.1020 (Reference OSHA 1910.1030(h)(1)(iv)).

Training Records

Training records shall include the following information:

- The dates of the training sessions;
- The contents or a summary of the training sessions;
- The names and qualifications of persons conducting the training; and
- The names and job titles of all persons attending the training sessions.

Training records shall be maintained for 3 years from the date on which the training occurred.

Availability

_____ shall ensure that all records required to be maintained by OSHA regulation shall be made available upon request to OSHA representatives.

Employee training records shall be provided upon request for examination and copying to employees, to employee representatives, or to OSHA representatives.

Employee medical records required by this paragraph shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, or to OSHA representatives in accordance with 29 CFR 1910.1020 (Reference OSHA 1910.1030 (h)(3)(iii)).

Transfer of Records

_____ shall comply with the requirements involving transfer of records set forth in 29 CFR 1910.1020(h). If the employer ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the employer shall notify OSHA, at least three months prior to their disposal and transmit them to OSHA, if required by OSHA to do so, within a three-month period.

Sharps Injury Log

_____ shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- The type and brand of device involved in the incident;
- The department or work areas where the exposure incident occurred, and
- An explanation of how the incident occurred.

The requirement to establish and maintain a sharps injury log shall apply to any employer who is required to maintain a log of occupational injuries and illnesses under 29 CFR 1904.

The sharps injury log shall be maintained for at least 5 years, the period required by 29 CFR 1904.8

Access to employee exposure and medical records.

Purpose

The purpose of this policy is to provide employees and their designated representatives a right of access to relevant exposure and medical records, and to provide authorized OSHA representatives a right of access to these records in order to fulfill responsibilities under the Occupational Safety and Health Act.

Definitions

“Designated representative” means any individual or organization to whom an employee gives written authorization to exercise a right of access. For the purposes of access to employee exposure records and analyses using exposure or medical records, a recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee.

“Employee” means a current employee, a former employee, or an employee being assigned or transferred to work where there will be exposure to toxic substances or harmful physical agents. In the case of a deceased or legally incapacitated employee, the employee’s legal representative may directly exercise all the employee’s rights under this section.

“Employee exposure record” means a record containing any of the following kinds of information:

- Environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained;
- Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body system (e.g., the level of a chemical

- in the blood, urine, breath, hair, fingernails, etc) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs;
- Material safety data sheets indicating that the material may pose a hazard to human health; or
 - In the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent.

“Employee medical record” means a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including:

- Medical and employment questionnaires or histories (including job description and occupational exposures),
- The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a base-line or detecting occupational illnesses and all biological monitoring not defined as an “employee exposure record”)
- Medical opinions, diagnoses, progress notes, and
- First aid records,
- Descriptions of treatments and prescriptions, and
- Employee medical complaints.

“Employee medical record” does not include medical information in the form of:

- Physical specimens (e.g., blood or urine samples) which are routinely discarded as a part of normal medical practice; or
- Records concerning health insurance claims if maintained separately from the employer's medical programs and its records, and not accessible to the employer by employee name or other direct personal identifier (e.g., social security number, payroll number, etc.); or
- Records created solely in preparation for litigation which are privileged from discovery under the applicable rules of procedure or evidence; or
- Records concerning voluntary employee assistance programs (alcohol, drug abuse, or personal counseling programs) if maintained separately from the employer's medical program and its records.

“Specific written consent” means a written authorization containing the following:

- The name and signature of the employee authorizing the release of medical information,
- The date of the written authorization,
- The name of the individual or organization that is authorized to release the medical information,
- The name of the designated representative (individual or organization) that is authorized to receive the released information,
- A general description of the medical information that is authorized to be released,

- A general description of the purpose for the release of the medical information, and
- A date or condition upon which the written authorization will expire (if less than one year).
- A written authorization does not operate to authorize the release of medical information not in existence on the date of written authorization unless the release of future information is expressly authorized and does not operate for more than one year from the date of written authorization.
- A written authorization may be revoked in writing prospectively at any time.

“Toxic substance or harmful physical agent” means any chemical substance, biological agent (bacteria, virus, fungus, etc.), or physical stress (noise, heat, cold, vibration, repetitive motion, ionizing and non-ionizing radiation, hypo-or hyperbaric pressure, etc.) which:

Is listed in the latest printed edition of the National Institute for Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS) which is incorporated by reference as specified in CFR Sec. 1910.6, or has yielded positive evidence of an acute or chronic health hazard in testing conducted by, or known to, the employer; or is the subject of a material safety data sheet kept by or known to the employer indicating that the material may pose a hazard to human health.

Preservation of records: Unless a specific occupational safety and health standard provides a different period of time, _____ shall assure the preservation and retention of records as follows:

Employee medical records: The medical record for each employee shall be preserved and maintained for at least the duration of employment plus thirty (30) years, except that the following types of records need not be retained for any specified period):

- Health insurance claims records maintained separately from _____ medical records and its records,
- First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the employer’s medical program and its records, and
- The medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment.

Employee exposure records: Each employee exposure record shall be preserved and maintained for at least thirty (30) years, except that:

- Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year so long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other

background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years; and

- Material safety data sheets and records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years. Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200 (g). Biological monitoring results designated as exposure records by specific occupational safety and health standards shall be preserved and maintained as required by the specific standard.

An exposure record relevant to the employee consists of:

- A record which measures or monitors the amount of a toxic substance or harmful physical agent to which the employee is or has been exposed;
- In the absence of such directly relevant records, such records of other employees with past or present job duties or working conditions related to or similar to those of the employee to the extent necessary to reasonably indicate the amount and nature of the toxic substances or harmful physical agents to which the employee is or has been subjected; and
- Exposure records to the extent necessary to reasonably indicate the amount and nature of the toxic substances or harmful physical agents at workplaces or under working conditions to which the employee is being assigned or transferred.
- Requests by designated representatives for unconsented access to employee exposure records shall be in writing and shall specify with reasonable particularity the record requested to be disclosed, and the occupational health need for gaining access to these records.

Analyses using exposure or medical records: Each analyses using exposure or medical records shall be preserved and maintained for at least thirty (30) years.

Access to records: Whenever an employee or designated representative requests access to a record, _____ shall assure that a copy of the record is provided without cost to the employee or representative in a reasonable time, place, and manner. If _____ cannot reasonably provide access to the record within fifteen (15) working days, _____ shall within the fifteen (15) working days apprise the employee or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

_____ shall require of the requester only such information as should be readily known to the requester, and which may be necessary to locate or identify the records being requested (e.g., dates and locations where the employee worked during the time period in question).

In the case of the original X-ray, _____ may restrict access to on-site examination or make other suitable arrangements for the temporary loan of the X-ray. Whenever a record has been previously provided without cost to an employee or

designated representative, _____ may charge reasonable, non-discriminatory administrative costs (i.e., search and copying expenses but not including overhead expenses) for a request by the employee or designated representative for additional copies of the record, except that _____ shall not charge for an initial request for a copy of new information that has been added to a record which was previously provided.

Employee medical records: _____ shall, upon written request from an employee or an employee's designated representative, assure the access of each employee to their medical records, except when a physician representing _____ believes that direct employee access to information contained in the records regarding a specific diagnosis of a terminal illness or a psychiatric condition could be detrimental to the employee's health. In this case, _____ may inform the employee that access will only be provided to a designated representative of the employee having specific written consent, and deny the employee's request for direct access to this information only. Where a designated representative with specific written consent requests access to information so withheld, _____ shall assure the access of the designated representative to this information, even when it is known that the designated representative will give the information to the employee.

Whenever access to employee medical records is requested, a physician representing _____ may recommend that the employee or designated representative consult with the physician for the purposes of reviewing and discussing the records requested, accept a summary of material facts and opinions in lieu of the records requested, or accept release of the requested records only to a physician or other designated representative. A physician, nurse, or other responsible healthcare personnel maintaining employee medical records may delete from requested medical records the identity of a family member, personal friend, or fellow employee who has provided confidential information concerning an employee's health status.

Analyses using exposure or medical records: _____ shall, upon request, assure the access of each employee and designated representative to each analysis using exposure or medical records concerning the employee's working conditions or workplace. Whenever access is requested to an analysis which reports the contents of employee medical records by either direct identifier (name, address, social security number, payroll number, etc.) or by information which could reasonably be used under the circumstances indirectly to identify specific employees (exact age, height, weight, race, sex, date of initial employment, job title, etc.), _____ shall assure that personal identifiers are removed before access is provided. If the employer can demonstrate that removal of personal identifiers from an analysis is not feasible, access to the personally identifiable portions of the analysis need not be provided.

OSHA access: _____ shall upon request, and without derogation of any rights under Constitution or the Occupational Safety and Health Act of 1970, 29 U.S.C. 651 "et seq.," that the employer chooses to exercise, assure the prompt access of representatives of the Assistant Secretary of Labor for Occupational Safety and Health to employee exposure and medical records and to analyses using exposure or medical records. (Reference rules of agency practice and procedure governing OSHA access to employee medical records, contained in 29 CFR 1913.10). Whenever OSHA seeks

access to personally identifiable employee medical information by presenting to _____ a written access order pursuant to 29 CFR 1913.10(d), _____ shall prominently post a copy of the written access order and its accompanying cover letter for at least fifteen (15) working days.

Employee information: Upon an employee's first entering into employment, and at least annually thereafter, _____ shall inform current employee covered in this section of the existence, location, and availability of any records covered, the person responsible for maintaining and providing access to records, and each employee's rights of access to these records.

_____ shall keep a copy of the OSHA regulation section 1910.1020 and its appendices, and make copies readily available, upon request, to employees. The employer shall also distribute to current employees any informational materials concerning this section, which are made available to the employer by the Assistant Secretary of Labor for Occupational Safety and Health.

Transfer of records: Should _____ cease to do business, _____ shall notify affected current employees of their rights of access to records at least three (3) months prior to the cessation of the business. _____ shall transfer the records to the Director of the National Institute for Occupational Safety and Health (NIOSH) if so required by a specific occupational safety and health standard, or notify the Director of NIOSH in writing of the impending disposal of records at least three (3) months prior to the disposal of the records.

When _____ disposes of records required to be preserved for at least thirty (30) years, _____ with at least (3) months notice, will notify the Director of NIOSH on an annual basis of the records intended to be disposed of in the coming months.

Sample authorization letter for the release of employee medical record information to a designated representative:

I, _____, (full name, of worker/patient) hereby authorize _____ (individual or organization holding the medical records) to release to _____ (individual or organization authorized to receive the medical information), the following medical information from my personal medical records:

(Describe generally the information desired to be released.)

I give my permission for this medical information to be used for the following purpose:

But I do not give permission for any other use or re-disclosure of this information.

(Note: Several extra lines are provided below so that you can place additional restrictions on this authorization letter if you want to. You may, however, leave these lines blank. On the other hand, you may want to (1) specify a particular expiration date for this letter (if less than one year); (2) describe medical information to be created in the future that you intend to be covered by this authorization letter; or (3) describe portions of the medical information in your records which you do not intend to be released as a result of this letter.)

Full name of Employee or Legal Representative

Signature of Employee or Legal Representative

Date of Signature
