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| **Big Foot Area Schools Association** | **Policy Code: GBEAA** **Fontana/Walworth Policy Code: 523.21** |

**EMPLOYEE HEALTH AND SAFETY**

The Big Foot Area Schools shall cooperate with public agencies in establishing and maintaining appropriate health standards within our schools, promoting the good health of staff, and educating staff in disease prevention methods and sound health practices as set forth in the current edition of the Control of Communicable Diseases Manual. In accordance with the Occupational Safety and Health Administration's (OSHA) bloodborne pathogens standard, the Big Foot Area Schools have developed an exposure control plan. This plan is designed to reduce an employee's exposure to the hepatitis B virus (HBV), human immunodeficiency virus (HIV) and other bloodborne pathogens in the workplace. Employees will be annually informed and trained so that they too can contribute to the reduction and elimination of exposure. To ensure that the exposure control plan is kept up to date, it will be reviewed annually.

Additionally, if there is reasonable cause to believe that an employee has a communicable disease that could be detrimental to the health of the employee or others in the school environment, the District Administrator, or designee, may require the employee to submit to a physical examination. A physician's statement indicating whether the employee is in suitable condition to continue working may be required. The District Administrator, or designee, may also consult with public health officials concerning the employee's health status and obtain recommendations which will help the District maintain a safe and healthful school environment.

An employee shall be excluded from school if his/her health status poses a significant health risk to others or renders the employee unable to adequately perform his/her job duties and responsibilities.

The District recognizes that an individual's health status is personal and private. The District will handle information regarding employees with suspected or confirmed communicable diseases in accordance with state and federal laws and in a confidential manner.

The Big Foot Area Schools Association does not discriminate in admissions to any school, class, program, or activity on the basis of sex, race, national origin, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTION:** April 26, 1999

Big Foot Area Schools Association Policy Code: GBEAA - Plan

 Fontana/Walworth Policy Code: 523.21 - Plan

EMPLOYEE HEALTH AND SAFETY PLAN

1. Employees Occupationally Exposed To Blood Or Other Infectious Materials

A. Those employees who are occupationally exposed to blood or other potentially

infectious materials in the performance of their duties shall receive training upon initial employment and annually thereafter. For the purposes of this plan, occupationally exposed' is defined as 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. The following employee positions have been identified as occupationally exposed:

1. Food service personnel
2. Secretarial support staff
3. Athletic coaches
4. Teachers
5. Custodians
6. Aides
7. Administrators

Training shall include information on the following:

1. Universal precautions to take for infection control

2. Appropriate work practices to minimize or eliminate employee exposure

3. Any personal protective equipment that may be required to be used to

reduce potential exposure

4. Available vaccinations, such as Hepatitis B vaccination, to minimize or eliminate employee exposure

5. Procedures to be used by employees who have had an exposure incident and information on medical follow-up

B. When an employee has had an incident of occupational exposure, he/she should report the incident to the District Administrator or designee. The District Administrator/designee shall do the following:

1. Provide for a medical evaluation and follow-up on each report of employee exposure.

2. Provide appropriate information to the evaluating physician

3. See that an occupational and medical history of each employee who has been exposed is kept.

4. Retain all medical records relating to employee occupational exposure for 30 years beyond the duration of the individual's employment.

All medical information shall be handled in a confidential manner.

2. Records

A. Training records shall include:

1. Date of the training session(s)

2. Contents or a summary of the training sessions

3. Names and qualifications of persons conducting the training

4. Names and job titles of all persons attending the training session

Training records shall be maintained for three years from the date the training occurred.

B. The Big Foot Area Schools shall comply with the requirements involving the transfer of records set forth in the bloodborne pathogens law.

1. All records required to be maintained by the bloodborne pathogens standard

shall be made available, upon request, to DILHR, or designee, for examination and copying

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

3. Employee medical records shall be provided upon request for examination and copying to the subject employee and/or designee, to anyone having written consent of the subject employee and to DILHR

EXPOSURE TO BLOODBORNE PATHOGENS

SCHOOL INCIDENT INVESTIGATION FORM

Date of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Incident:\_\_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person(s) Involved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potentially Infectious Materials Involved:

Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Source:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circumstances (what was occurring at the time of the incident): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How was the incident caused: (accident, equipment malfunction, etc. List any tool, machine or equipment involved).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Personal protective equipment being used at the time of the incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Actions Taken (decontamination, clean-up, reporting, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendations for avoiding repetition of incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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INFORMATION AND TRAINING OF EMPLOYEES WITH POTENTIAL

EXPOSURE TO BLOODBORNE PATHOGENS

Date(s) of Training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer(s) Name and Qualifications:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names, Signatures and Job Titles of All Employees Attending the Training: (Attached)

Agenda and/or Materials Presented to Training Participants Include:

\_\_\_\_\_\_An accessible copy of the text of the DILHR Standard.

\_\_\_\_\_\_A general explanation of the epidemiology and synptoms of bloodborne diseases. ·

\_\_\_\_\_\_An explanation of the modes of transmission of bloodborne pathogens.

\_\_\_\_\_\_An explanation of the exposure control plan and the means by which employees can

obtain a copy of the written plan,

\_\_\_\_\_\_An explanation of the appropriate methods for recognizing tasks/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: i.e.., engineering controls, work practices and personal protective equipment:

\_\_\_\_\_\_Information on the types, proper use, location, removal, handling, decontamination and

disposal of personal protective equipment or other contaminated items.

\_\_\_\_\_\_An explanation of the basis for selection of personal protective equipment.

\_\_\_\_\_\_Information on the HBV vaccine, its efficacy, safety, method of administration, benefits

of vaccination, and provision at no cost to the employee.

\_\_\_\_\_\_Information on the appropriate actions to take and persons to contact in an emergency

involving blood and other potentially infectious materials.

\_\_\_\_\_\_An explanation of the procedure to follow if an exposure incident occurs, the method of

reporting, and the medical follow-up that is available.

\_\_\_\_\_\_Information on the post-exposure evaluation and follow-ūp that is provided.

\_\_\_\_\_\_An explanation of the signs, symbols and color-coding of biohazards.

\_\_\_\_\_\_A question and answer session between the trainer(s) and employee(s).

\_\_\_\_\_\_Provision of a list of contacts within the school District and the health community that

can be resources to the employees if they have questions after training.

Signature of Training Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_