

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0393 (MD)
Effective Date: 09-01-93
Person Responsible: Human Resources Coordinator

Subject: Preventative Hepatitis B Vaccine
Last Revision: 11-05-2014

Approvals/Date: [Signature] 11/12/14 Date
[Signature] 11/12/14 Date
Superintendent, WCBDD Date
Department Director Date

- The following definitions will apply:
Blood- Human blood, human blood components, and products made from human blood.
Bloodborne Pathogens- Pathogenic microorganisms that are present in human blood and can cause disease in humans.
Employee - Any person who is actively employed by the Wood County Board of DD in all job classifications on a full-time, part-time, full-time seasonal, part-time seasonal, substitute, interim or temporary, and some contracted depending on a position.
Health Care Professional - A person whose legally permitted scope of practice allows him or her to perform the activities required by paragraph f "Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-up" of the OSHA Bloodborne Pathogen standard.
Hepatitis B Virus (HBV) - A potentially life-threatening bloodborne pathogen which causes Hepatitis B infection.
Hepatitis B Vaccination - A non-infectious, yeast-based vaccine given in a series of three (3) injections in the arm.
Occupational Exposure - 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 (OPIM) - 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, and 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, blood, organs, or other tissues from experimental animals infected with HIV or HBV.
1. The Board shall provide its employees, current medical information and training initially prior to assignment to job duties with occupational risk.
A. The nature of the Hepatitis B Virus and the identification of what are considered to be "Hepatitis Risk" situations;
B. Medically recommended measures to minimize or eliminate "Hepatitis Risk" situations and procedures to implement such medical recommendations;
C. Information and discussion of bloodborne diseases and their transmission;
D. Hepatitis B Vaccine;
E. Specific WCBDD information and procedures including the exposure control plan;
F. Discussion, questions, and answers to ensure employee understanding.
2. The Hepatitis B vaccination shall be made available after the employee has received their initial training as stated in Section 1 of this procedure, and within 10 days of initial assignment to job duties which have potential for occupational exposure.
3. Any employee who refuses the vaccination shall sign a statement of declination (Hepatitis B Consent Form 03-0ALL-ALL-0262).
4. An employee has the authority to rescind his/her consent or declination at any time.
5. The Wood County Health Department is the designated provider of service for employees choosing to receive the vaccine.
A. The employee will be responsible for scheduling the injections.
B. An employee must return the Hepatitis B Vaccine Information Form verifying the receipt of their vaccination on the day the vaccination was given or the next time an employee is scheduled to work, but no later than two (2) weeks following the vaccination.
6. If an employee terminates employment voluntarily or involuntarily prior to receiving their full series vaccination, it shall be the former

employee's responsibility to assume the burden of cost should they choose to complete their vaccination series.

7. Record Keeping: Medical records for each employee with an incident of occupational exposure or acute exposure shall be kept for the duration of employment plus thirty (30) years in a confidential file which includes the employee's name and social security number; Hepatitis B vaccination status (including dates); a copy of the health care professional's written opinion, and a copy of information provided to the health care professional. Training records must be maintained for three (3) years and must include dates, contents of the training program or a summary, trainer's name and qualification, names, and job titles of all persons attending the sessions. Results of examinations, medical testing, and follow-up procedures, concerning acute exposures will be maintained for thirty (30) years by the contracted physician.

Medical Records: Must be made available to the subject employee, anyone with written consent of employee, OSHA. These records are not available to the employee's direct supervisor(s) but only to Personnel and secretarial staff entering information into the computer.

8. Annual training will occur to provide all employees necessary and on-going information regarding bloodborne pathogens. Additional training may occur as the need arises.

References: 29 CFR 1910-1039  
ORC 5126.06  
Hepatitis B Vaccine "What you need to know" Information Sheet – US Dept of Health and Human Services, CDC

Forms: 03-ALL-ALL-0262  
03-ALL-ALL-0263

mms\procedure\md0393