

**POLICY NO. 3300**  
**Adopted: 4-13-83**  
**Revised: 1-27-93**

## **SAFETY**

### **POLICY:**

It shall be the policy of the Lake Stevens School District to develop and maintain a safety program that places primary emphasis on accident and disease/infection prevention both for students and employees.

The District will follow as best it can the recommendations for improved safety as presented by the District insurance brokers, State Fire Marshal, School District Safety Committee, Washington Industrial Safety and Health Accident Inspectors, the County Health Department Inspectors, and the Occupational Safety and Health Administration.

The Board of Directors hereby recognizes that the District shall develop and follow procedures which will meet the requirements and regulations set for in RCW Title 49, RCW Title 51, WAC 296, WAC 296-62-08001, and WAC 392-198. These procedures affect all work places and employees.

### Legal References:

RCW 49  
RCW 51  
WAC 296  
WAC 296-62-08001 Bloodborne Pathogen  
WAC 392-198 Training - School Employees HIV/AIDS  
WAC 246-110-001 Control of communicable disease  
OSHA CPL 2-244B  
WRD 88-2B

### Cross Reference:

Board Policy No. 3414: Infectious Disease

## **SAFETY**

### **PROCEDURES:**

#### Infection Control Program:

The Superintendent or designee shall evaluate all job duties of district employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The District shall maintain a list of job classifications where employees have reasonably anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine shall be provided at the District's expense to all employees identified as having risk of directly contacting blood or other potentially infectious material at work. Post-vaccination testing for immunity will be provided for persons for whom a suboptimal response may be anticipated. This decision to test for immunity is to be made by a licensed health care professional and is paid by the District. Control methods shall be implemented using universal precautions and "Guidelines for Handling Body Fluids in School."

In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at the District's expense, with confidential medical evaluation, follow-up and treatment, if indicated.

The District shall provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees shall receive district-provided training on HIV/AIDS by January 1993 and within six months of initial employment.

Records shall be kept in strict confidence regarding the hepatitis B vaccine status of all employees with reasonably anticipated exposure to blood or other potentially infectious material and for each occupational exposure an employee has to blood or other potentially infectious material. The records shall be kept for the duration of the employee's employment, plus thirty years. The District shall also keep records that employees have received appropriate training.

## Personnel:

The District's infection control program shall be consistent with WAC 296-62-08001, Bloodborne Pathogens and the Guidelines for Implementation of Hepatitis B and HIV School Employee Training, published by the Superintendent of Public Instruction.

All employees with reasonably anticipated on-the-job exposure to blood or other potentially infectious material shall be identified. Potentially infectious human body fluids are blood, 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 to differentiate between body fluids. Examples of employees with reasonably anticipated risk of exposure include, but are not limited to, school nurses; teachers and aides in classrooms for the developmentally disabled, the institutionalized, or group home residents; bus drivers of such students, or who provide first aid; communication disorders specialists for such students; coaches or assistants who provide first aid; and first aid providers. All job duties should be evaluated for the risk of exposure to blood or potentially infectious material. The District shall maintain a list of job classifications with reasonably anticipated exposure to blood or other potentially infectious material.

All employees identified as having reasonably anticipated exposure to blood or other potentially infectious material shall be offered the hepatitis B vaccine at the District's expense. Post-vaccination testing will also be provided on the recommendation of a licensed health care professional.

If an employee has a specific exposure to blood or other potentially infectious material, the District will provide a free and confidential medical evaluation and follow-up performed by an appropriately trained and licensed health care professional. Any necessary post-exposure treatment shall be provided.

Employees with reasonably anticipated exposure to blood and other potentially infectious material shall participate in district-provided training within ten days of employment and annually. The training shall include:

- a general description of bloodborne diseases;
- an explanation of modes of transmission of bloodborne pathogens;
- an explanation on the use and limitations of methods of control;
- information about personal protective equipment;
- information on the hepatitis B vaccine;
- a description of procedures to follow if an exposure incident occurs;

- an explanation of signs, labels, tags, and color coding used to designate biohazards;
- where to obtain a copy of WAC 296-62-08001, Bloodborne Pathogens;
- an explanation of the District's infection control plan and how to obtain a copy;
- how to identify tasks and activities that may involve exposure to blood or other potentially infectious material; and
- appropriate actions to take in emergencies involving blood or other potentially infectious material.

The training shall be provided by a qualified person and shall include opportunities for questions.

The District shall provide training to all employees regarding HIV/AIDS. The training shall be provided by January 1993 and within six months of initial employment. The training shall include:

- history and epidemiology of HIV/AIDS;
- methods of transmission of HIV;
- methods of prevention of HIV infection including universal precautions for handling body fluids;
- current treatment for symptoms of HIV and prognosis of disease prevention;
- state and federal laws barring discrimination against persons with HIV/AIDS; and
- state and federal laws regulating the confidentiality of a person's HIV antibody status.

Significant new discoveries or changes in accepted knowledge regarding HIV/AIDS shall be transmitted to employees within one calendar year of notification from the Superintendent of Public Instruction, unless the Department of Health notifies the District that prompt dissemination of the information is required.

#### Handling of Body Fluids:

- A. As stated in Universal Precautions, body fluids of all persons should be considered to contain potentially infectious agents (germs). Body fluids include blood, semen, vaginal secretions, drainage from scrapes and cuts, feces, urine, vomitus, saliva, and respiratory secretions.
- B. Nonpermeable PVC or latex gloves must be worn when direct hand contact with body fluids is anticipated (e.g., treating nose bleeds, bleeding abrasions) and when handling clothes, soiled by urine and/or feces, and

when diapering children. If nonpermeable gloves are not available, then hand washing is most important in preventing the spread of disease.

- C. Used gloves must be discarded in a secured lined trash container and disposed of daily according to WAC 296-62-08001, Bloodborne Pathogens and included in the June 1992 SPI Infectious Disease Control Guide. Hands must then be washed thoroughly.

For other universal precautions, the District shall comply with WAC 296-62-08001, Bloodborne Pathogens and the SPI Infectious Disease Control Guideline.

The hepatitis B vaccination status, immunization record, and records regarding any occupational exposure, if any, shall be kept in strict confidence during employment, plus thirty years, for any employee with reasonably anticipated exposure to blood or other potentially infectious material. The records of occupational exposures shall include:

- the employee's name and Social Security Number;
- the employee's hepatitis B vaccination status;
- examination results, medical testing, and follow-up procedure records;
- the health care professional's written opinion; and
- a copy of information provided to the health care professional.

The District shall also keep records of training sessions including the dates, a summary of the material, names and qualifications of the trainers, and names of employees attending the training. These records shall be kept for three years.

## **Lake Stevens School District Bloodborne Pathogens Training Record**

A training session was conducted for employees with occupational exposure to bloodborne pathogens on \_\_\_\_\_. The training consisted of:

- A. An explanation of WAC 296-62-08001 Bloodborne Pathogens;
- B. A general explanation of the epidemiology and symptoms of bloodborne diseases;
- C. An explanation of the modes of transmission of bloodborne pathogens;
- D. An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
- E. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- F. 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;
- G. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- H. An explanation of the basis for selection of personal protective equipment;
- I. 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;
- J. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- K. 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;
- L. Information on the post exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- M. An explanation of the signs and labels and/or color coding required by (a) of this subsection; and
- N. An opportunity for interactive questions and answers with the person conducting the training session.

The trainers (and their qualifications) were:

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**Lake Stevens School District  
Bloodborne Pathogens  
Training Session Attendees**

**Name**

**Job Title**

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This record shall be maintained for three years from the date of training and copies made available to the Labor and Industries and employee representatives on request.



**Lake Stevens School District  
Hepatitis B Immunization Consent/Waiver Form**

Employee's Name \_\_\_\_\_

Please Print

Social Security Number \_\_\_\_\_

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Position \_\_\_\_\_

I attended the hepatitis B education and training class on \_\_\_\_\_ and:  
Date

1. I understand a series of three injections of hepatitis B vaccine is needed to become protected. (Occasionally, more vaccine is needed if the first series does not result in immunity.)
2. If I do not become protected from receiving the vaccine or if I choose not to receive the vaccine at this time, I understand I will need post exposure treatment if I have direct contact with blood or other body fluids at work.
3. I understand that due to my occupational exposure to blood or other potentially infectious materials 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 materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

I have read and I understand the above information and wish to receive the hepatitis B vaccine series (three doses). Also, I have no known sensitivity to yeast.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and I understand the above information and do not wish to receive the hepatitis B vaccine series (three doses) at this time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

A. MEDICAL REASON FOR EMPLOYEE NOT RECEIVING VACCINE

\_\_\_\_\_ YES                  \_\_\_\_\_ NO

Explanation if YES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. HEPATITIS B VACCINATION RECORD

#1 \_\_\_\_\_ #4 \_\_\_\_\_  
Date Date

#2 \_\_\_\_\_ #5 \_\_\_\_\_  
Date Date

#3 \_\_\_\_\_  
Date

C. ANTIBODY TEST RESULTS \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Date