

## **Instructions for Annual Employee Notification**

**Please read the Employee Health & Safety Handbook, Bloodborne Pathogens Exposure Plan, and the Injury and Illness Prevention Program. Print and sign the Employee Acknowledgment form (last page) and return to the district office.**

**Login to [www.getsafetytrained.com](http://www.getsafetytrained.com) to complete the online trainings. Complete the Mandated Reporting for Educators, Suicide Prevention, Bullying, Staff and Student Relationships, Bloodborne Pathogens, and Sexual Harassment (non-supervisors every two years), print the certificates and return to the district office. The Mandated Reporting for Educators and Sexual Harassment are to be completed and turned in by September 1<sup>st</sup>.**

**Thank You,**

**Kasey**

# Lone Pine Unified School District

## Employee Health & Safety Handbook



The Lone Pine Unified School District's mission is to provide and maintain a safe and healthy learning environment for the students and staff.

# Introduction

The first priority of the Lone Pine Unified School District is the safety of our staff and students. To that end, we have developed processes and procedures to help ensure that the physical environment in which our students learn and our employee's work is safe and healthful.

All certificated and classified employees are encouraged to participate, cooperate and support the Lone Pine Unified School District goal of a healthy and accident-free work place. Individually and collectively, all employees have a role and responsibility in working towards the District's objectives to provide safe, healthy, and productive workplaces for themselves, students, and the general public.

I encourage you to become familiar with the contents of this handbook. Your active participation in helping ensure the health and safety of your school site will help make a positive difference in the daily lives of our staff and students.

Sincerely,

Edward Campbell  
Superintendent

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# **Responsibility**

The Lone Pine Unified School District believes safety is every employee's responsibility. The District expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. The prevention of injuries and losses from accidents, illnesses, and acts of violence is very important to the District. Supervisors shall constantly promote safety and correct any unsafe work practices through education, training, and enforcement.

One employee's unsafe behavior can affect the safety of other employees or students. Safety is a team effort and no one is more important than you.

## **General Safety Rules**

The vast majority of work related injuries are the result of workers performing unsafe acts. When you take short cuts, violate safety regulations, simply don't take safety seriously, injuries may occur. The Lone Pine Unified School District has the responsibility and obligation to comply with all safety regulations to ensure the safety of all staff and students. Additionally, the District must enforce compliance of all district, state, or federal regulations and will take necessary action to obtain this compliance.

The purpose of safety rule enforcement is the protection of all employees. One employee's unsafe behavior can affect the safety of others. Report all injuries, no matter how insignificant they may be to your supervisor. When in doubt, ask your supervisor.

Employees are not expected to take chances, endanger their lives or the lives of others in the performance of their duties. When in doubt, ask your supervisor to explain any job procedure.

## **Health and Safety Programs**

The Lone Pine Unified School District has various health and safety programs that you should be aware of and these include Injury and Illness Prevention, Hazard Communication, Bloodborne Pathogens, Asbestos Management, Lead-Based Paint Control, Mold Control, Indoor Air Quality and Integrated Pest Management. This handbook will provide you with a brief overview and training provisions of some of our important health and safety programs. Training is an important part of these programs and you will be required to attend training sessions on these programs as applicable. It will be your responsibility to take what you have learned during these training sessions

and implement it in your everyday job.

## **Injury and Illness Prevention Program**

Every California employer must develop and establish a written Injury and Illness Prevention Program (IIPP). The Lone Pine Unified School District has developed a written IIPP in accordance with California Code of Regulations, Title 8, General Industry Safety Orders. The IIPP consists of the following eight components:

- 1) Responsibility
- 2) Compliance
- 3) Communication
- 4) Hazard Evaluation and Control
- 5) Injury Investigation
- 6) Hazard Correction
- 7) Training
- 8) Recordkeeping

The purpose of the IIPP is to ensure a safe and healthful workplace for all staff and is administered by the District Superintendent. It is your responsibility to comply with all established health and safety work practices outlined in the IIPP. Failure to do so may result in disciplinary action.

Training is an important part of the Injury and Illness Prevention Program. You will be required to attend training sessions on the District's IIPP. Ask questions and participate in the training sessions, this will help provide feedback to the district regarding safety concerns.

## **Hazard Communication**

California employers, whose employees may be exposed to hazardous substances, are required to develop a Hazard Communication Program. The Lone Pine Unified School District has developed a Hazard Communication Program to ensure that employees are aware of the potential hazards relating to chemicals they may encounter. The major components of the program are:

- Chemical Inventory
- Training
- Material Safety Data Sheets (MSDS)
- Container Labeling
- Emergency Procedures

All employees will receive Hazard Communication training regarding materials they work

with or which are present in their areas. Training shall be on-going with additional training presented as new substances are introduced, or if information on current Material Safety Data Sheets (MSDS) changes.

The District will supply the chemicals you need to perform your job, never bring chemicals or potentially toxic products to work from your home.

## **Bloodborne Pathogens**

Bloodborne pathogens are microorganisms that can cause disease when transmitted from an infected individual to another individual through blood and certain body fluids. The most common illnesses cause by bloodborne pathogens are hepatitis B (HBV), hepatitis C (HCV), and acquired immunodeficiency syndrome (AIDS) caused by human immunodeficiency virus or HIV.

Bloodborne pathogens may enter your body and infect you as a result of:

- Contact of pathogens with open cuts, nicks, skin abrasions, or mucous membranes of your mouth, nose or eyes.
- Accidental injuries with a sharp object that is contaminated with infectious materials.
- Indirect transmission, which can occur by touching a contaminated object or surface and transferring the infectious material to your mouth, eyes, nose or broken skin.

The Lone Pine Unified School District has developed an OSHA required written bloodborne pathogen "Exposure Control Plan" to identify workers with occupational exposure to blood and other potentially infectious material and to specify methods for protecting and training employees. Voluntary pre-exposure vaccinations for hepatitis B may be offered at the time of assignment to employees whose job duties are described in the District's Exposure Control Plan. If an incident arises out of and in the course of performing job duties, post-exposure vaccinations will be offered to the employee involved. Contact your supervisor for more information about vaccinations offered.

## **Asbestos Management Plan**

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires schools to develop a plan to manage asbestos-containing materials. This management plan is required to be available to all concerned persons including staff, parents and other interested parties.

Management plans are maintained at each school site and the district wide management plan is maintained at the District Office.

## **Lead-Based Paint Control Plan**

A study done by the California Department of Health Services has found that some school districts have found that they have lead, primarily in the paint, but sometimes also in the water and soil. Lead can be a hazard for people of any age, especially young children. The Lone Pine Unified School District have taken measures to protect the entire school community from exposure.

## **Mold Control Plan**

Water damage from accidental or recurring water intrusion can result in major losses to our school district. If water losses are not responded to promptly and appropriately, they can manifest into a larger problem - mold.

Moisture control is the only variable that can be eliminated or managed at a level to prevent mold growth. Therefore, it is important that you report any water leakage from rain damage, broken pipes, roof leaks, sewage leaks, or out of adjustment sprinkler systems that contact the buildings to the maintenance department.

It is important that you immediately notify the district maintenance department to eliminate the damage caused by the water, thereby eliminating the possibility for mold to begin to proliferate.

## **Indoor Air Quality Control Plan**

Good indoor air quality is crucial to an effective learning environment and a healthful place for employees to work. You should be aware that in classrooms, the ventilation system fan should be run whenever the room is occupied. An appropriate volume of outside fresh air should be presented into the classroom or office space through the ventilation system or windows. Each HVAC unit should have a fresh air damper that can be adjusted to bring in the correct amount of fresh outdoor air. Rooms where chemicals or hazardous dusts are present, such as shop classes or chemical storage areas, may need specially designed exhaust fans to properly ventilate these areas. Filters in ventilation systems must be changed on a regular basis to keep the system in proper operation condition. HVAC systems should never be turned off because they are too noisy. Any concerns you have about your schools indoor air quality should be discussed with your school principal or the district superintendent.

## **Integrated Pest Management (IPM)**

Structural and landscape pests can pose significant problems to people and the environment. Toxic pest control chemicals can pose significant problems to people and environment. It is, therefore, the policy of the Lone Pine Unified School District to

incorporate Integrated Pest Management (IPM) procedures for the control of structural and landscape pests. Pest problems will be managed by using IPM methods that reduce risk, are effective, and economically feasible. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment will be carefully evaluated before use and will only be used after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds.

Integrated Pest Management means a pest management strategy that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using nonchemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls.

## **Accident Investigation**

### **Accident Reporting**

Report injuries and all near-miss incidents, no matter how small to your supervisor, or administrator. Prompt reporting does several things for the school district:

- Provides the information to the people who have to accept, adjust, or deny responsibility before a formal claim is entered.
- Ensures that the injured person receives entitled benefits and receives proper care.
- Makes the follow-up investigation easier.

### **Tips for Reporting a Work Related Injury or Accident**

- 1) Immediately report the injury or accident to your supervisor.
- 2) If the injury is life threatening, call 911.
- 3) Complete an Employee's Report of Injury and submit to your supervisor.
- 4) If seen by a doctor or Emergency Room, contact the District Office for additional paperwork.
- 5) Your supervisor will complete a Supervisor's Report of Injury.
- 6) You must give your supervisor a return-to-work form from your physician before you can return to your normal work assignment.

### **Incident Investigation**

If you are witness to an accident or near-miss you may be interviewed. It is important that you cooperate with the investigation and offer any information you have with regard to the following:

- What happened?
- Where did it happen?
- Why did it happen?
- How did it happen?

Investigations are focused on finding cause, not fault, and providing recommendations or steps to prevent future incidents. Supervisors and management should participate in investigations and/or be advised of the results of an investigation. Near miss incidents should be investigated as if an injury or property loss occurred. The outcome of the accident investigation will be communicated to all affected employees. The results from an investigation may include:

- Policy or procedure changes
- Equipment changes
- Additional safety training

## Fire Prevention and Housekeeping

The safety of both staff and students at the Lone Pine Unified School District relies upon good housekeeping, proper storage and fire prevention. Did you know that the California Fire Prevention Code, Section 10-2.4.5, states that "Child-prepared artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20 percent of the wall area ?

The following are fire prevention and housekeeping guidelines:

- 1) Paper items should not be placed on doors or windows and should not be hung from the ceilings or light fixtures
- 2) Keep stored items to a minimum because boxes and paper are combustible.
- 3) Items should be stacked securely, and no item should be stacked within 18 inches of the automatic fire sprinkler system heads or ceiling.
- 4) Access to exits, fire-fighting equipment and fire alarms must be clear at all times.
- 5) A clear space must be maintained around all doors.
- 6) A clear space of 36 inches must be maintained in front of electrical panels, alarms, and fire extinguishers.
- 7) Christmas trees may not be brought into classrooms or offices until they have been made flame resistant by application of a flame retardant chemical approved by the California State Fire Marshal. Christmas trees shall be removed before they become a fire hazard.
- 8) Unsecured filing cabinets and bookcases should never be placed near exit doors as they could fall blocking the exit or injure someone.

# General Office Safety

A large percentage of workplace accidents and injuries occur in the office setting. The office requires a few preventative measures to ensure a safe and healthful environment. Common causes of office accidents include the following:

- 1) Slipping, tripping, and falling hazards.
  - Never run electrical cords across the floor.
  - Close file drawers on file cabinets before walking away to prevent others from walking into the open drawer.
  - Never carry boxes or other items that block your view.
  - Slow down to negotiate turns, corners, ice, visibility, and heavy traffic.
  - Maintain contact on stairs by using a handrail.
- 2) Improper Lifting Techniques
  - Avoid bending at the waist when accessing low files. If you must access low files, either stoop down or get on your knees.
  - If you must carry files, carry what you are capable of handling. Always use a cart or make multiple trips if objects are too heavy.
  - Get help if the object is too heavy for you to lift it alone.
- 3) Dangerous Electrical Wiring
  - Do not overload electrical outlets. Do not plug a multiple outlet strip, an extension cord with multiple outlet electrical receptacles, into a second multiple outlet strip.
  - Report immediately, any damaged electrical cords, broken switches, loose connections, or bare wires to the district maintenance department.
  - Unplug any office machine that smokes, sparks, or delivers an electrical shock; have it inspected by the district maintenance department.
  - Power switches must be off or cords unplugged when electrical equipment are being cleaned or serviced.
  - Extension cords shall never be used as permanent wiring and make sure you unplug them when not in use.
- 4) Ergonomic workstation quick-check, 10-point checklist reminders to keep your workstation and you ergonomically correct.
  - Head & Neck Keep upright and relaxed; balanced between shoulders.
  - Hands & Wrists Relaxed and straight without bending up, down or sideways.
  - Knees At about hip level - may be higher or lower depending on comfort and preference.
  - Eyes At a comfortable viewing distance (usually arm's length).
  - Low Back Supported by chair's forward curve or lumbar roll.
  - Monitor Centered directly in front; free of glare. Top of screen slightly below eye level.

- Primary Work Tools Within easy reach without leaning forward or leaning.
- Feet Flat on the floor or footrest; legs uncrossed. Legs can move freely under desk.
- Document Holder Close to the screen and at the same height.
- Keyboard Low enough so arms hang naturally at sides; elbows close to body.

## Use of District Vehicles

The following procedures shall be in effect for the operation of the Lone Pine Unified School District owned vehicles.

- Vehicles shall be used for official district business only. Personal use of district vehicles constitutes grounds for disciplinary action, which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to operate district-owned vehicles. All users shall be employees of the District.
- Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator.
- If involved in any accident, the operator shall notify the proper law enforcement agency immediately and file an accident report within twenty-four (24) hours. Those accidents that involve injuries must be reported by telephone and followed up with a written report to the Superintendent or transportation coordinator.
- In the event of vehicle operation failure, the staff member should contact the transportation coordinator for repair procedures.
- Employees who hold a commercial driver's license as a job requirement are subject to the provisions of the Department of Transportation rules regarding alcohol and controlled substances testing (40 CFR Parts 382, et. Al; 49 CFR Part 40).
- The driver and passengers shall wear seat belts at all times.
- Any school employee or board member that plans to drive a school van to transport students to school related activities shall be required to complete a 2-hour driver training program provided by the district and subject to a random drug and/or alcohol test, BP 4212.42.
- Any items transported shall be secured at all times to prevent a hazard in case of an accident.

Use of private vehicles on district business.

- To use a private vehicle for school purposes, the employee must have the prior authorization of his/her immediate supervisor.
- All persons operating their private vehicles on behalf of the district must carry automobile insurance. The employees' private insurance will serve as primary coverage for any property and liability damages resulting from the operation of the vehicle on school business.

## **Playground Equipment**

As provided by law, all new playground equipment installed and all current playground equipment will be maintained in accordance with the "Handbook for Playground Safety" published by the U.S. Consumer Products Safety Commission and ASTM F1487-01 published by the American Society for Testing and Materials. These inspections will be conducted at the beginning of each school year and as frequently thereafter as deemed necessary by the principals of each school and will be conducted by district maintenance personnel.

## **Drug, Alcohol and Tobacco Free Workplace**

The use of drugs, alcohol and tobacco shall be prohibited on all the Lone Pine Unified School District property; including district owned and contract vehicles. It is a violation of Board policy for any employee of the district to unlawfully manufacture, distribute, dispense, possess, or be under the influence of alcohol, drugs, or any controlled substance. This policy extends to any place where district work is performed, and anywhere employees supervise students on behalf of the district. If you are convicted of any drug or alcohol offense, notify your supervisor immediately after the conviction. The district may have counseling and rehabilitation programs for alcohol and drug abuse. Ask your supervisor about the availability of these programs.

## **Harassment**

It is the intent of the Lone Pine Unified School District to provide a working and educational environment for all individuals which is free from harassment and discriminatory intimidation, whether based on race, color, religion, gender, pregnancy, marital status, sexual orientation, age, national origin, political affiliation, disability, or veteran status. These factors may be the basis for the harassment but they need not be present.

The definition of sexual harassment in the workplace is unwelcome behavior that consists of the following:

- Unwanted sexual advances.
- Offering employment or academic benefits in exchange for sexual favors.
- Making threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

Harassment of a non-sexual nature is defined as conduct consisting of offensive, abusive, belittling or threatening behavior either physical or verbal, directed at an individual worker or group of workers which may result of some real or perceived attribute or difference.

Any employee who believes he or she has been harassed by a coworker, supervisor or agent of the employer must promptly report the facts of the incident or incidents and the names of the individuals involved to his or her supervisor.

Any supervisor observing a situation involving harassment shall take immediate action to stop it. Supervisory personnel who receive reports of harassment are expected to seriously consider all complaints and take immediate steps to implement an investigation to the allegations.

Complaints involving harassment shall not be subject to any complaint procedure that would require the employee to resolve the complaint direct with the offending party. An employee making a harassment claim shall not suffer any reprisal for making a claim. This does not prevent disciplinary action for the intentional filing of a false claim.

## **Workplace Violence**

Workplace violence is a major health concern in both the public and private sector. The Bureau of Labor Statistics estimates there are one million victims of workplace violence each year. Although there is no single or unitary profile of a workplace violence perpetrator, there are a number of recognized characteristics found in individuals who perpetrate violence in the workplace.

Follow all district policies and procedures regarding violence. This may include:

- Report all threats and other suspicious activities by others
- Take all threats seriously
- Never joke around about violence
- Always use precaution when working late or odd hours

If you encounter a violent or uncomfortable situation, stay calm, never be confrontational with a violent individual and report it to your supervisor.

## **Emergency Preparedness**

An emergency or disaster may be man-made or natural, regional or local. It is important to be prepared and know what actions to take in case of an emergency. The Lone Pine Unified School District has developed an "Emergency Response Plan" so you know what to do when an emergency occurs. You should be familiar with the District's procedures before an emergency arises. Follow the procedures outlined and remain calm should an emergency or disaster occur. An evacuation map should be posted in each classroom and the main office building(s). Be sure to review the map whenever you enter an unfamiliar room.

California Government Code Section 3100 specifies that, after a disaster, public employees can be declared disaster service workers and assigned to such activities as deemed necessary by their supervisors. The term "public employee" applies to all persons employed by the state, or county, city, or public school district. Employees may be required to remain with students for long periods of time during a disaster. District employees are encouraged to have family emergency plans, which allow for their remaining on the job during a disaster.

# INJURY AND ILLNESS PREVENTION PROGRAM FOR LONE PINE UNIFIED SCHOOL DISTRICT

Every California school district must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Employee access to the IIP Program
- Recordkeeping

This IIPP has been prepared for use by employers in industries that have been determined by Cal/OSHA to be non-high hazard. Lone Pine Unified School District is not required to use this program. However, any employer in an industry which has been determined by Cal/OSHA as being non-high hazard who adopts, posts, and implements this model program in good faith is not subject to assessment of a civil penalty for a first violation of T8 CCR 3203.

Proper use of this IIPP requires the IIP Program administrator of Lone Pine Unified School District to carefully review the requirements for each of the IIP Program elements found in this model program. The recordkeeping section requires that the IIP Program administrator select and implement the category appropriate for your establishment. Sample forms for hazard assessment and correction, accident/exposure investigation, and worker training and instruction are provided with this model program.

**This IIPP must be maintained and updated ANNUALLY by Lone Pine Unified School District in order to be effective.**

Read the Injury and Illness Prevention Program standard online:  
[www.dir.ca.gov/title8/3203.html](http://www.dir.ca.gov/title8/3203.html)



UPDATED JUNE 2023

# **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for Lone Pine Unified School District**

## **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIP Program) administrator Edward Campbell, Superintendent, has the authority and responsibility for implementing the provisions of this program for Lone Pine Unified School District.

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

## **COMPLIANCE**

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

## **COMMUNICATION**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.
- Our establishment has less than ten workers and communicates with and instructs workers orally about general safe work practices and hazards unique to each worker's job assignment.

# HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Competent Observer	Area
Billy Rowan	Playground, classrooms, outside areas

Periodic inspections are performed according to the following schedule:

1. Monthly inspections will be held.
2. When we initially establish our IIP Program.
3. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. Whenever workplace conditions warrant an inspection.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

## **TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

1. When the IIP Program is first established.
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
3. To all workers given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
5. Whenever we are made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **EMPLOYEE ACCESS TO THE IIPP**

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.

- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## **RECORDKEEPING**

We have checked one of the following categories as our recordkeeping policy.

**X Category 1.** Our school district has twenty or more workers; has a workers' compensation modification rate of greater than 1.1 and is not on a designated low hazard industry list; or, is on a designated high hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form. We also include the records relating to worker training provided by a construction industry occupational safety and health program approved by Cal/OSHA.

Inspection records and training documentation will be maintained according to the following checked schedule:

- X** For one year, except for training records of workers who have worked for less than one year which are provided to the worker upon termination of employment.
- Since we have less than ten workers, including managers and supervisors, we only maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

**Category 2.** Our school district has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections.
2. Documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

For one year, except for training records of workers who have worked for less than one year, which are provided to the worker upon termination of employment.

Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they're first hired or assigned new duties.

# LONE PINE UNIFIED SCHOOL DISTRICT BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

**Date of Preparation:** April 29, 2024

**Addresses of Sites:**

Lo-Inyo Elementary School  
223 E. Locust Street  
Lone Pine CA 93545

Lone Pine High School  
538 S. Main Street  
Lone Pine CA 93545

Sierra Alternative Learning Academy  
301 S. Hay Street  
Lone Pine CA 93545

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In accordance with the Cal/OSHA Bloodborne Pathogens Standard, the following exposure control plan has been developed:

## **I. Introduction**

### **A. Purpose**

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or Other Potentially Infectious Materials (OPIM).
2. Comply with the Cal/OSHA Bloodborne Pathogens Standard, CCR-T8-5193.

### **B. Background**

Blood and body fluids may contain pathogens, which are small organisms that can cause serious disease. Two of the most common bloodborne diseases are:

1. Hepatitis B virus (HBV), and Hepatitis C virus (HCV which causes hepatitis, a potentially fatal liver disease.
2. Human Immunodeficiency Virus (HIV), the cause of Acquired Immunodeficiency Syndrome (AIDS).

HBV, HCV and HIV are usually passed on when disease organisms enter the body through mucous membranes or through breaks in the skin.

**In the school setting** the most common way exposure can occur is when an employee has an open sore or injury and is in contact with blood or other infectious material, or when an employee is not wearing the proper personal protective equipment to protect against

contact with infectious material such as blood, human tissue or other body fluids that contain blood.

**c. Management Commitment/Responsibility**

**The development and implementation of an exposure control plan requires the commitment of management and participation of all employees at every level within the district.**

1. Policy Statement

It is the policy of Lone Pine Unified School District to provide a safe and healthy work environment for all of its employees by minimizing exposure to bloodborne pathogens.

2. Responsibility

- a. It shall be the responsibility of District Office to review the district's bloodborne pathogen exposure control program annually. Whenever necessary, the Exposure Control Plan will be amended to reflect new or modified tasks and procedures, which affect occupational exposure.
- b. It shall be the responsibility of Lead Maintenance to conduct facility audits to assess exposure control compliance, including examination of engineering controls on a regular basis to ensure their effectiveness.
- c. District Office shall coordinate, implement and monitor the training, vaccinations, post-exposure evaluation and follow-up, post-exposure prophylaxis, and RECORD KEEPING required annually to ensure compliance in accordance with bloodborne pathogens exposure control standards.
- d. The Superintendent is responsible for overseeing the implementation of the work practice controls at that site, which are discussed in Section III B.
- e. Lead Maintenance is responsible for assessing and selecting appropriate personal protective equipment.
- f. Lead Maintenance is responsible for ensuring that appropriate personal protective equipment is available to employees at that site. Employees are responsible for wearing the designated personal protective equipment.
- g. Human Resources is responsible for maintaining the training records outlined in Section VIII B.

## **II. Exposure Determination**

**A. Definition of Occupational Exposure**

Any employee with occupational exposure to blood or other potentially infectious materials is covered by the Exposure Control Plan. Potentially infectious materials include the following human body fluids: blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural

fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, 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.

Occupational exposure is defined by Cal-OSHA 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." (Parenteral means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions). Further, to be considered "occupational exposure," the contact must result from the performance of an employee's duties.

## **B. Determination of Occupational Exposure**

The Cal/OSHA regulations provide for the Hepatitis B vaccination of certain employees who may reasonably anticipate occupational exposure. Accordingly, it is the responsibility of the District to identify and list the following:

1. Each job classification in which all the employees have reasonably anticipated occupational exposure.
2. Each job classification in which some of the employees have occupational exposure.

In identifying the job classification, the District must specify the job tasks and procedures in which occupational exposure is reasonably anticipated to occur. These job classifications and related job tasks and procedures are identified in the list that follows, entitled "Job Classifications in Which Employees Have Occupational Exposure to Bloodborne Pathogens."

Consequently, Hepatitis B vaccinations shall be provided to those employees determined by the District to have occupational exposure to blood and other potentially infectious materials, and to be eligible for vaccination.

Note: Not all employees who have reasonably anticipated occupational exposure are entitled to a pre-exposure Hepatitis B vaccination. Employees who belong to job classifications wherein all employees may reasonably anticipate occupational exposure are entitled to pre-exposure Hepatitis B vaccination. However, in the event an employee is in a job classification in which not everyone with that job classification may reasonably anticipate occupational exposure, the district must evaluate the employee's specific duties, as well as past occupational exposure incidents, to determine if that individual employee has occupational exposure.

Two other categories of employees also exist in addition to the above.

- I. Employees may be considered "designated first-aid providers." Designated first-aid providers may run a risk of occupational exposure; however, this risk arises in the context of the performance of a "collateral" duty, and is not performed on a regular basis. The District is not required to provide pre-exposure Hepatitis B vaccinations to designated first-aid providers. However, unvaccinated, designated first-aid providers must be offered the Hepatitis B vaccination series no later than 24 hours after rendering assistance in any situation involving the presence of blood or infectious material, regardless of whether an "occupational exposure"

incident has occurred. Designated first aid providers are also subject to reporting requirements.

- II. The final category of employees is the "good Samaritan." The Cal/OSHA regulations do not cover the exposure of an employee to blood or infectious material where that exposure was not related to the performance of job duties, or collateral job duties.

The following is a list of a few examples of the above categories.

1. Employees with Occupational Exposure.

School Nurses and Health Assistants who provide physical care in which blood or blood tinged body fluids are present.

2. Employees with Potential Occupational Exposure.

Special Education Teachers and Instructional Assistants for the developmentally disabled who provide physical care or conduct activities with exposure to blood.

Special Education Bus Drivers and Attendants who provide physical care and/or first aid.

Coaches and Assistants who provide first aid.

Other teachers and Instructional Assistants who provide physical care or conduct activities with exposure to blood (e.g., teachers who instruct in P.E., health careers and science classes, or provide care to group home residents known to be HBV and HCV carriers).

Custodians. OSHA does not generally consider maintenance personnel, janitorial or housekeeping staff in non-health care facilities to have occupational exposure. However, the District must determine on a case-by-case basis whether the employee is subject to such exposure. For example, a custodian who cleans the school first-aid room is more likely to have occupational exposure than a custodian who cleans offices.

3. Designated First-Aid Providers.

School secretaries/Office Personnel.

Yard Duty Supervisors.

Other Bus Drivers and Attendants.

Below are listed the job classifications in Lone Pine Unified School District where some or all employees may handle human blood or other potentially infectious materials, and the tasks/procedures which may result in possible exposure to bloodborne pathogens:

<u>Job Classification</u>	<u>Task / Procedure</u>
Bus Drivers	First Aid/Clean-up
School Secretary	First Aid
School Clerk Typist	First Aid

All Coaches  
Special Ed Instructional Aides  
Custodians

First Aid  
First Aid  
Clean-up

### **III. HEPATITIS B VACCINATION PROGRAM**

The school district recognizes that even with good adherence to all exposure prevention practices, exposure incidents can occur. As a result, the district has implemented a Hepatitis B vaccination program, as well as set up procedures for post-exposure evaluation and follow-up should exposure to bloodborne pathogens occur.

This program is available, at no cost, to all eligible employees who have occupational exposure to bloodborne pathogens.

***Note: No cost to the employee means any "out of pocket" expense to the employee. The employer may not require the employee to use health care insurance to pay for the vaccination series, if covered, unless the employer pays all of the cost of the health insurance and unless there is no cost to the employee in the form of deductibles, co-payments, or other expenses.***

The vaccination is a series of either two or three injections. Field trials of the vaccines have shown 80-90 percent efficacy in preventing infections.

Vaccination for employees with occupational exposure will be made available following the required Bloodborne Pathogens training and within 10 working days of initial assignment.

Vaccinations are performed under the supervision of a health care professional. Employees who are eligible, but have declined to take part in the program are listed as well and have signed the "Vaccination Declination Form". (See Appendix A). The completed "Vaccination Declination Forms" [shall be maintained by the employer.] If any employee signs the "Vaccination Declination Form" but at a later date chooses to receive the vaccination, the district will make it available at that time.

Employees who are designated first-aid providers are not mandatorily eligible for pre-exposure vaccination, but may be eligible for vaccination in the event the employee renders assistance during a first-aid incident involving the presence of blood or infectious material. See discussion regarding such vaccination under the section regarding Post Exposure Evaluation and Follow-up.

Designated first aid providers are defined as employees who may run a risk of occupational exposure; however, this risk arises in the context of the performance of a "collateral" duty, and is not performed on a regular basis.

### **IV. Methods of Compliance**

There are a number of areas that must be addressed in order to effectively minimize exposure to bloodborne pathogens in our district. These include:

**A. Universal precautions**

Universal precautions is an approach to infection control. According to the concept of universal pre-cautions, all human blood and body fluids are treated as if known to be infectious.

In the school setting, precautions shall include: hand washing, using gloves and other appropriate protective equipment, careful trash disposal and using an Environmental Protection Agency (EPA) approved disinfectant known to kill HBV, HCV and HIV. If injectables are given, use of safety syringes are recommended.

Universal precautions shall be used within the school setting at all times to prevent contact with blood or other potentially infectious materials.

All procedures involving blood or other body fluids shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

**B. Engineering and Work Practice Controls**

Engineering controls means controls that isolate or re-move the bloodborne pathogens hazard from the workplace (e.g., sharps disposal containers). See Section III D on Contaminated Needles and Sharps.

Work practice controls are controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

1. **Hand washing:** Thorough hand washing is the single most effective means in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygienic practices.

All employees shall wash hands and any other skin with soap and water and flush exposed mucous membranes with water immediately, or as soon as practicable, following contact of such body areas with blood or other potentially infectious materials.

Employees shall wash their hands immediately, or as soon as possible after removal of gloves or other personal protective equipment.

How to wash hands:

Wet hands with running water and apply soap from a dispenser. Lather well. You may wish to remove all jewelry from hands and place in a safe location at this time. Wash vigorously for 15 to 20 seconds. Soap suspends easily-removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to

the faucet with paper towel. Discard the towel in appropriate container. Apply hand cream after frequent hand washing. Use lotion to prevent skin irritation, breakdown and subsequent infection. In some situations running water is not available. Liquid disinfectant and/or towelettes should be substituted temporarily. (Employees with frequent exposure to body fluids should not wear hand jewelry in the workplace.)

2. **Hand washing facilities:** Hand washing facilities or antiseptic solutions and/or towelettes (to be used as an immediate but temporary measure in places where hand washing facilities are not available) will be readily accessible. Hand washing facility means a facility providing an adequate supply of running potable water, soap and single-use towels or hot air drying machines.

### **C. Personal Protective Equipment**

Personal protective equipment is specialized clothing or equipment worn or used by an employee for protection against a hazard (e.g., gloves, eye protection, etc.).

All personal protective equipment used in Lone Pine Unified School District to provide a barrier against bloodborne pathogens will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes.

All personal protective equipment will be inspected periodically and repaired or replaced as needed to maintain its effectiveness. Employees shall be responsible for notifying Lead Maintenance of the need for repair or replacement of such materials.

Reusable personal protective equipment will be cleaned, laundered and decontaminated as needed at no cost to the employees. Personal protective equipment that cannot, for whatever reason, be decontaminated will be disposed of in accordance with biohazard rules and regulations. See Section G. Waste Disposal. Any garments penetrated by blood or other infectious materials will be removed immediately, or as soon as practicable. All potentially contaminated personal protective equipment will be re-moved prior to leaving a work area. Glasses, reusable gloves and barrier masks shall be decontaminated by the user by soaking in an EPA registered germicide or a fresh solution of one (1) part bleach to ten (10) parts water for at least five (5) minutes (if bleach is used, it must be mixed fresh daily).

Disposable (single-use) latex gloves should be used when contact with blood or body fluids is anticipated (such as a bloody nose). Gloves will be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias, and athletic training rooms. Gloves shall also be used during decontamination procedures. In some instances, use of latex free gloves may be appropriate. (See Section IV.G Housekeeping for more information on decontamination.)

- Disposable (single-use) gloves shall be replaced as soon as practical when contaminated, torn, punctured or unable to function as a barrier. They 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. Utility gloves must be discarded if they are cracked, peeling, torn, punctured, deteriorated or when their ability to function as a barrier is compromised.

#### **D. Contaminated Needles and Sharps**

Broken glassware or other sharps, which may be contaminated shall not be picked up directly with the hands but shall be picked up by utilizing any mechanical means, such as a broom, dustpan or tongs. Gloves should be worn during this procedure.

Contaminated sharps shall NOT be recapped, broken or bent and should be discarded immediately into easily accessible containers that are closable, puncture resistant, leak proof on sides and bottom and properly labeled.

Containers should be located as close as possible to the immediate area where sharps are used (e.g., health room, science classroom, etc.), replaced immediately when full and shall not be allowed to overfill. Full sharps containers may not be stored more than 7 days.

When moving containers of contaminated sharps from the area of use, the containers will be closed immediately prior to removal or replacement to prevent spilling or protrusion of contents. The primary container must be placed in a secondary container if leakage is possible. The secondary container must be a container, which is closable, leak-proof, red and appropriately labeled (e.g., a red, labeled plastic bag). **Note:** Sharps are not used in the District as of this Plan update, but may be necessary in the future.

Alternatives for disposal of sharps waste include:

- Using a biohazardous mailing system
- Using a registered waste hauler

Before contaminated sharps can be transported by a non-registered hauler, an approved limited quantity exemption must be obtained from the local enforcement agency. For more information, contact the State Department of Health Services, Environmental Management Branch office at (916) 558-1784, or your county environmental health office.

#### **E. Waste Disposal**

Disposal of contaminated sharps and other "regulated waste" must be in accordance with the Medical Waste Management Act ("Act"). (Health & Saf. Code, sec. 25015, and following.) Cal-OSHA defines "regulated waste" as 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

Medical waste under the Act consists of:

1. Biohazardous waste and
2. Sharps waste

**Biohazardous waste is not normally found in the school setting.** Biohazardous waste includes waste, which contains recognizable fluid blood. In the event of unusual circumstances, the regulated waste must be double bagged in leak proof, appropriately labeled (see Appendix E for sample biohazard labels), color coded red, plastic bags tied and transported in accordance with all applicable state and local regulations.

Sharps waste includes any device having acute rigid corners, edges, or protuberances capable of cutting or piercing, including:

- Hypodermic needles, syringes, blades, and needles with attached tubing;
- Broken glass items contaminated with medical waste.

Non-regulated waste may be disposed of as regular trash and includes the following:

- Waste such as disposables containing non-fluid blood (dressing, gauze cotton rolls, towels, rags, etc., with small amounts of dried blood or other body fluids). Please note that feminine hygiene products, Band-Aids or dressings with small amounts of dried blood are NOT considered to be medical wastes.

All waste baskets should be lined with disposable plastic bags. It is important to note that if a contaminated item such as a Band-Aid or a small dressing contains dried blood, it may be disposed of as regular trash.

## **F. Work Area Restrictions**

Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where occupational exposure may be expected.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops where blood or other body fluids are present.

## **G. Housekeeping Practices**

**Decontamination:** Gloves shall be worn during decontamination procedures. All contaminated work surfaces will be decontaminated after completion of associated tasks/procedures, immediately or as soon as feasible after any spill of blood or other potentially infectious materials, and at the end of the work shift if the surface may have become contaminated since the last cleaning. Contaminated furniture, toys, educational materials/equipment shall be decontaminated with an EPA registered germicide or a solution of one (1) part bleach to ten (10) parts water.

Equipment/tools which have become contaminated with blood or other potentially infectious materials shall be decontaminated by using an EPA registered germicide or a 1/10 bleach/water solution prepared daily. Equipment which becomes contaminated will be examined prior to reuse, servicing or shipping, and decontaminated as necessary.

The school district shall assure that the work site is maintained in a clean and sanitary condition and shall determine and implement an appropriate cleaning schedule for rooms where body fluids are present. Schedules shall be as frequent as necessary depending on the area of the school, the type of surface to be cleaned, and the amount and type of soil present.

Custodial and maintenance staff shall wear appropriate personal protective equipment, including general-purpose utility gloves during cleanup of blood or other potentially infectious materials.

All blood and body fluid spills shall be immediately contained and as soon as practicable cleaned up by appropriately trained staff who are equipped to work with potentially infectious materials.

Initial clean-up of blood or other potentially infectious materials from all surfaces including sinks, work areas, equipment, floors, car/bus seats, etc., should be followed with the use of an appropriate disinfectant.

All waste baskets should be lined with a disposable plastic bag. In areas where blood is present, physical care is provided or personal care occurs (e.g., health office, restrooms, locker rooms, science classrooms, etc.), disposable plastic bags should be replaced daily.

#### H. **Laundry Procedures**

Laundry contaminated with blood or other potentially infectious materials (e.g., athletic uniforms and towels) should be handled as little as possible and with a minimum of agitation. Contaminated laundry should be bagged at the location of use in a biohazard labeled or color coded red, leak-proof bag. Contaminated laundry should not be sorted or rinsed in the location of use.

If laundry facilities are available and the contaminated laundry is to be laundered at school, the bag will be transported to the site where laundry is done. Universal precautions will be used at all times.

Each of these areas will be reviewed with employees during bloodborne pathogens related training (see Section VII Information and Training in this plan for additional information).

#### I. **Labels and Signs**

One of the most obvious warnings of possible exposure to bloodborne pathogens are biohazard labels. Because of this, the district will implement a bio-hazard warning labeling

program using labels of the type shown in Appendix E or when appropriate, using red "color-coded" containers.

The following items shall be properly labeled:

- Containers of regulated waste. (see Section III G on Waste Disposal).
- Sharps disposal containers.
- Contaminated laundry bags and containers
- Contaminated equipment. (e.g., athletic equipment, shop equipment)

## **V. FIRST AID INCIDENTS INVOLVING THE PRESENCE OF BLOOD OR INFECTIOUS MATERIAL.**

Designated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious material, regardless of whether an actual exposure incident has occurred, have a duty to report such an incident before the end of the work shift during which the first aid incident occurred. The report must contain the information required of employees involved in occupational exposure incidents, as provided below. The report is used in determining whether the employee has been involved in an occupational exposure incident, and the types of prophylaxis and follow-up treatment required in light of the incident. The report shall be recorded on a list of such first aid incidents, which shall be made available to all employees upon request.

Following a first aid incident involving the presence of blood or infectious material, the Hepatitis B vaccination will be made available to the first aid providers who rendered assistance during the incident within 24 hours, regardless of whether an exposure incident occurred. See section regarding Hepatitis B Vaccination Program.

In the event that it is determined that the first aid incident also constituted an exposure incident, the procedures for post-exposure evaluation and follow-up, discussed below, shall be followed.

## **VI. POST-EXPOSURE EVALUATION AND FOLLOW-UP.**

It is the employee's responsibility to report the occurrence of an occupational exposure incident, before the end of the work day during which the incident occurred. An occupational exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or infectious material, resulting from the performance of an employee's duties.

The employee's report must contain the following information:

1. Name of the first aid provider who rendered assistance or employee who suffered an occupational exposure incident.
2. Date and time of the incident.
3. A description of the first aid incident, including:

- a. Whether potentially infectious materials were involved;
  - b. Source of the blood or infectious material;
  - c. Circumstances under which the incident occurred, i.e., accidental, unusual circumstances;
  - d. Description of where the incident occurred;
  - e. Description of the personal protective equipment used.
4. Explanation as to whether, in the opinion of the employee, an "occupational exposure" incident occurred.
  5. The Hepatitis B vaccine was offered to the employee within 24 hours of the incident, whether an exposure occurred or not.

The employee may use the Occupational Exposure Incident Form for preparing such a report, available in Appendix B.

In response to a report of an occupational exposure incident, the district will:

- a. Investigate the circumstances surrounding the exposure incident; and
- b. Make immediately available to the employee involved in the occupational exposure incident, a confidential medical evaluation and follow-up, including at least the following elements:
  - i. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
  - ii. Identification and documentation of the source individual, if feasible and not prohibited by state or local law.

Following such action, Superintendent will seek to obtain the consent of the identified source individual to test that individual's blood to determine the presence of antibodies to the Human Immunodeficiency Virus, Hepatitis B or Hepatitis C Virus. Once consent is obtained, the testing shall be done as soon as is feasible.

The Superintendent will also seek to obtain the consent of the source individual for subsequent disclosure of the results of the above test by the health care provider and the employer, unless the source individual is already known to be infected. See the Source Individual Consent Form, the Authorization for Disclosure by Health Care Provider form, and the Authorization for Disclosure by School District form in Appendix A. If such consent is obtained, the results of the test will be made available to the exposed employee, accordingly. Districts must document the refusal of the source individual to provide such consent, in order to establish that consent cannot legally be obtained.

If the employee with occupational exposure consents, the district will also arrange to collect and test his or her blood for HBV, HCV and HIV status. In addition, an appointment will be arranged for the exposed employee with a qualified health care professional to discuss the employee's medical status.

Finally, the employee will be provided with an evaluation of any subsequent reported illnesses, which are related to the occupational exposure incident. The employee will also be provided with appropriate post-exposure prophylaxis and counseling.

***Note: Counseling and evaluation of reported illnesses must be offered even where the exposed employee declines to have HBV and HIV serological testing.***

District Superintendent will use the "Post-Exposure Report/Checklist" (see Appendix C) to verify that all the steps in the post-exposure process has been taken correctly.

***NOTE: Disclosure of confidential medical information is regulated by several statutory provisions, as well as Article I, section 1 of the California Constitution. Among these statutes are: the Confidentiality of Medical Information Act (Civil Code, sec. 56 et seq.), the Information Practices Act (Civil Code, sec. 1798 et seq.), Health and Safety Code sec. 199.21(g), and Education Code section 49076.***

***Generally, these statutes require specific authorization by the person concerned for the disclosure of personal and confidential medical information by a school district. Unauthorized and/or negligent disclosures of such information may be subject to civil and criminal penalties.***

***Where consent for disclosure is not given by a source individual, district counsel should be consulted as to the subsequent course of action.***

***Confidentiality requirements likewise apply to health care providers. School districts are not entitled to know the results of the test of the source individual's blood. Therefore, consent must also be obtained from the source individual authorizing the disclosure of the test results by the health care provider to the employer. Alternatively, the source individual could consent for the disclosure of such information to the exposed employee alone. Once the health care provider discloses that information to the employer or exposed employee, consent for subsequent disclosure must be obtained by those individuals prior to any further disclosures. See discussion above.***

## **VII. INFORMATION AND TRAINING**

All employees who have the potential for exposure to bloodborne pathogens will be trained and furnished with as much information as possible on this issue. Employees will be retrained at least annually to keep their knowledge current. Additionally, all new employees, as well as employees changing jobs or job functions, will be given initial or additional training which their new position requires at the time of their new job assignment.

### **A. TOPICS**

The topics covered in our training program will include but not be limited to:

- An explanation of the symptoms and modes of transmission of bloodborne pathogens.
  - An explanation of the use and limitations of methods of control that may prevent or reduce exposure including universal precautions, engineering controls, work practices, and personal protective equipment.
  - An explanation of the basis for selection of personal protective equipment.
  - Information on the HBV vaccine, including its efficacy, safety and the benefits of being vaccinated.
  - An explanation of the procedure to follow if a first aid incident involving the presence of blood, or an exposure incident occurs, method of reporting the incident, and the medical follow-up that will be made available.
  - An explanation of the signs, labels, tags and/or color coding used to denote biohazards (e.g., contaminated sharps containers).
  - An accessible copy of the Cal-OSHA standard and an explanation of its contents. (Cal-OSHA GISO 5193).
  - An explanation of the district'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.
  - Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
  - Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- (See Section VIII RECORD KEEPING for required records).

***Note: The training must provide an opportunity for interactive questions and answers with the person conducting the training sessions.***

## **VIII. RECORD KEEPING**

### **A. MEDICAL RECORDS**

The district will establish and maintain a medical record on each employee identified in Section II Exposure Determination as having occupational exposure to bloodborne pathogens. These records will include the following information:

1. Name of the employee.
2. Social Security number of the employee.
3. A copy of the employee's Hepatitis B Vaccination status or declination form.
  - Dates of any vaccinations
  - Medical Records relative to the employee's ability to receive vaccination.
4. Copies of the results of the examinations, medical testing and follow-up procedures which took place as a result of an employee's exposure to bloodborne pathogens.
5. A copy of the information provided to the consulting healthcare professional as a result of any exposure to bloodborne pathogens.
6. The employer's copy of the evaluating healthcare professional's written opinion following an exposure to bloodborne pathogens.

All medical records will be maintained in a confidential manner and retained for at least the duration of employment plus 30 years.

**B. TRAINING RECORDS**

Training records shall be maintained for **three years** from the date of training. The following information shall be documented:

1. The dates of the training sessions;
2. An outline describing the material presented;
3. The names and qualifications of persons conducting the training;
4. The names and job titles of all persons attending the training sessions.

These records will be kept at the District Office.

# Appendix "A"

## RECORD OF HEPATITIS "B" VACCINE DECLINATION

Date: \_\_\_\_\_

I understand that due to my occupational exposure to blood or Other Potentially Infectious Materials (OPIM) 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 me. 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 OPIM and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employee Representative: \_\_\_\_\_

# Appendix "B"

## OCCUPATIONAL EXPOSURE INCIDENT REPORT FORM

[This form must be completed by each employee involved in an incident]

Name of Employee Exposed: \_\_\_\_\_

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

Location of Incident: \_\_\_\_\_

Potentially Infectious Materials Involved:

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

Circumstances (what was employee doing at time of incident): \_\_\_\_\_

\_\_\_\_\_

How Did Incident Occur? (Accident, equipment malfunction, etc.): \_\_\_\_\_

\_\_\_\_\_

Personal Protective Equipment Being Used: \_\_\_\_\_

In Your Opinion, Did An Exposure Incident Occur? (i.e., a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other infectious material.)

YES \_\_\_\_\_ NO \_\_\_\_\_ Please explain:

\_\_\_\_\_

\_\_\_\_\_

Date Form Completed: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Employee Address: \_\_\_\_\_

I was offered the HBV vaccine: \_\_\_\_\_

(Signature)

## Appendix "C"

Use this report as a checklist of POST-EXPOSURE EVALUATION and FOLLOW-UP PROCEDURES.

ACTIVITY	COMPLETION DATE
Employee furnished with documentation regarding exposure incident.	
Source individual identified. Name of source individual:	
Source individual's blood tested and results given to exposed employee. <input type="checkbox"/> Check here if consent has not been able to be obtained.	
Exposed employee's blood collected and tested.	
Appointment arranged for employee with health care professional. Professional's name:	
Documentation forwarded to health care professional: <input type="checkbox"/> Bloodborne Pathogens Standard <input type="checkbox"/> Description of exposed employee's duties <input type="checkbox"/> Description of exposure incident, including routes of exposure <input type="checkbox"/> Result of source individual's blood testing <input type="checkbox"/> Employee's medical records	

# Appendix "D"

## SOURCE INDIVIDUAL CONSENT FORM

I, \_\_\_\_\_, have been identified as the source of blood or bodily fluid involved in an occupational exposure incident at \_\_\_\_\_, on \_\_\_\_\_, 20\_\_.

Pursuant to Cal/OSHA regulations governing bloodborne pathogens, and the Exposure Control Plan enacted by \_\_\_\_\_ (Name of School District.), I have been requested to consent to the testing of my blood to detect the presence of antibodies to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and the Hepatitis C Virus (HCV).

Accordingly,

\_\_\_\_\_ I refuse to grant my consent for such testing.

\_\_\_\_\_ I grant my consent for the testing of my blood and/or bodily fluid in order to ascertain whether the HIV virus, Hepatitis B virus, or Hepatitis C virus is present. My consent is hereby given voluntarily of my own free will. My consent has not been obtained through duress, coercion or pressure.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parent/Guardian's Signature if Minor: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian's Printed Name if Minor: \_\_\_\_\_

# AUTHORIZATION FOR DISCLOSURE BY HEALTH CARE PROVIDER OF THE RESULTS OF THE SOURCE INDIVIDUAL BLOOD TEST

1. This authorization for use or disclosure of the results of a blood test to detect the presence of antibodies to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) and the Hepatitis C Virus (HCV) is being requested of you to comply with the provisions of the Confidentiality of Medical Information Act, Civil Code section 56 et seq., and the Health and Safety Code section 199.21(g).
  
2. I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to furnish  
(Name of Health Care Provider)  
to: \_\_\_\_\_ and/ or \_\_\_\_\_  
(Name or Title of Designated Representative of School District)(Name of Employee Involved in Occupational Exposure Incident)  
the results of the blood test to detect the presence of HIV, HBV and HCV antibodies.
  
3. The requestor may use this information for any purpose, subject only to the following limitations:  
\_\_\_\_\_  
\_\_\_\_\_
  
4. This authorization shall become effective immediately and shall remain in effect indefinitely, or until \_\_\_\_\_, 20\_\_.
  
5. I understand that the person(s) identified above, receiving the information identified above, may not further use or disclose the medical information unless another authorization is obtained from me, or unless such use or disclosure is specifically required or permitted by law.
  
6. I understand that I am entitled to a copy of this authorization upon my request.

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

Printed Name: \_\_\_\_\_

Parent/Guardian's Signature if Minor: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Printed Name if Minor: \_\_\_\_\_

# AUTHORIZATION FOR DISCLOSURE BY SCHOOL DISTRICT OF THE RESULTS OF THE SOURCE INDIVIDUAL BLOOD TEST

1. This authorization and consent for use or disclosure of the results of a blood test to detect the presence of antibodies to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), or Hepatitis C Virus (HCV) is being requested of you to comply with the terms of the Confidentiality of Medical Information Act, Civil Code section 56 et seq., the Information Practices Act, Civil Code section 1798 et seq., Health and Safety Code section 199.21(g), Education Code section 49076, where applicable, and Article I, section 1 of the California Constitution.

2. I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
(Title or Name of Designated Representative of School District to Which Disclosure of Medical Information was made.)

to furnish to: \_\_\_\_\_  
(Name or Title of Person to Receive Information)

the results of my blood test to determine the presence of HIV antibodies or the Hepatitis B Virus.

3. The person(s) receiving this information may use the information for any purpose, subject only to the following limitations: \_\_\_\_\_

\_\_\_\_\_

4. This authorization and consent shall become effective immediately, and shall remain in effect indefinitely, or until \_\_\_\_\_, 20\_\_.

5. I understand the person(s) identified above, receiving the information identified above, may not further use or disclose the medical information unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

6. I further understand that I have a right to receive a copy of this authorization upon my request.

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

Printed Name: \_\_\_\_\_

Parent/Guardian's Signature if Minor: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Printed Name if Minor: \_\_\_\_\_

# Appendix "E"

## LABELING REQUIREMENTS

Item	No Label Needed	Biohazard Label	Red Container
Regulated waste bags		X	and X
Sharps containers (disposable and/or reusable)		X	
Refrigerator/freezer holding blood or other potentially infectious material		X	
Containers used for storage, transport, or shipping of blood or OPIM		X	or X
Blood/blood products for clinical use	<b>No Labels Required</b>		
Individual specimen containers of blood or OPIM remaining in facility	X*	or X	or X
Contaminated equipment needing service (e.g., dialysis equipment, suction apparatus)		X plus a label specifying where contamination exists.	
Specimens and regulated waste shipped from the primary facility to another facility for service or disposal		X	
Contaminated laundry	X*	or X	or X
Contaminated laundry sent to another facility that does not use Universal Precautions		X	or X

\* No Label Needed if Universal Precautions are in use and specific use of container or item is known to all employees.

## Lone Pine Unified School District

### Employees Acknowledgment of Receipt Form

#### Instructions:

**Employees:** This form must be filled out completely and returned to the District Office The *Employee Safety Handbook*, additional policies, and information as listed below can be viewed at [www.lpusddist.org](http://www.lpusddist.org). The original signed receipt form must be sent to the District Office and will be kept on file in the employees' personnel records.

#### Acknowledgment

I acknowledge that a copy of the Lone Pine Unified School District **Employee Safety Handbook**, a condensed version of the District's safety and health policies, procedures and copies of Board Policies, and information listed below can be viewed on [www.lpusddist.org](http://www.lpusddist.org).

- **Uniform Complaint Procedures BP 1312.3**
- **Williams Complaint Procedures AR 1312.4**
- **Drug and Alcohol-Free Workplace BP 4020**
- **Nondiscrimination in Employment BP 4030**
- **Employee Use of Technology BP 4040**
- **Sexual Harassment BP 4119.11**
- **Professional Standards BP 4119.21**
- **Maintaining Appropriate Adult-Student Interactions BP 4119.24**
- **Family Care and Medical Leave AR 4161.8/4261.8/4361.8**
- **Child Abuse Reporting Procedures BP 5141.4**
- **Illness and Prevention Program**

I agree to read this handbook and the additional documents carefully and seek an explanation of any part(s) of it that I do not understand. I understand that failure to follow these rules at all times might result in disciplinary action.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name (Please Print): \_\_\_\_\_

Job Title: \_\_\_\_\_

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