PURPOSE:

The purpose of this policy is to bring all the departments within the Town of Emerald Isle into compliance with the "OSH Act 1903".

The Purpose of the "OSH Act 1903" is to keep employees informed of their rights under the OSH Act and to keep them posted on the progress of negotiations between OSHA and the employer of which they might have an interest.

REQUIREMENTS:

It shall be the responsibility of each department head to find a conspicuous location within their building where all employees notices are to be posted.

In this location the following documents must be posted for all employees to see.

1. Official poster explaining rights and obligations;
2. Citations issued to the employer;
3. Amended citations;
4. Employer's contest of citations;
5. Employees contest of abatement date; and
6. Variance applications.

Also, all employees shall be advised that the annual summary of illnesses and injuries (OSHA form 300-A) will be posted on the bulletin board in each department during the time period of February 1st thru April 30th each year.

EXCERPT FROM TOWN OF EMERALD ISLE SAFETY POLICY

TOWN OF EMERALD ISLE	EFFECTIVE DATE: 12-09-2014
	POLICY OR PROCEDURE #031904-93
POLICY OR PROCEDURE DESCRIPTION:	PAGE 1 OF 2
OSHA STANDARD 1904	SUPERSEDES PRIOR # 021904-93

PURPOSE:

This section is intended to provide a database to OSHA that will enable; (1)enforcement of the act; (2)study of the causes and prevention of occupational accidents and illnesses; and (3)maintain useful statistics.

APPLICATION:

The Town of Emerald Isle, having more than ten employees is subject to the recordkeeping requirements of the Occupational Safety and Health Act of 1970.

Records are to be kept on the following forms: "OSHA 300", "Workman's Comp. Form 19", and the town's "OSHA 301 Supplemental" on a calendar year basis. Information on illnesses and injuries are to be entered onto the log within seven working days.

RESPONSIBILITY:

It shall be the responsibility of the Town Clerk to compile and maintain OSHA Form 300. It will furthermore be his/her responsibility to ensure that this policy is followed and each item is completed. Each recordable case must be logged within seven working says after learning of its occurrence. At the end of each calendar year the Town Clerk shall complete OSHA form 300-A, Totaling each column on the form 300. If there are no recordable entries in each column a zero must be entered. After completion of form 300-A, the Town Manager must sign it to certify it's accuracy. Then posted in each department.

MAJOR COMPONENTS OF THE STANDARD:

1. The annual summary form 300-A must be completed, certified by the town manager, and posted on the bulletin board in each department, by February 1st and remain in place through April 30th each year.
2. Records must be retained for five years and be made available to the department of labor, employees, and former employees upon request within one working day.
3. Notification to the NC Department of Labor Occupational Safety and Health (NCDOL OSH) Division must be made within 8 hours when an employee is killed on the job and within 24 hours following any work-related in-patient hospitalization, amputation or loss of an eye. Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. Furthermore, in-patient hospitalization, amputation or loss of an eye incident must be reported to OSHA only if they occur within 24 hours of the work-related incident. Report incidents by one of the following methods: call OSHA's toll-free, confidential number at 1-800-321-OSHA (6742), call the nearest area office during normal business hours, or use OSHA's online reporting form at www.osha.gov.

EXCERPT FROM TOWN OF EMERALD ISLE SAFETY POLICY

DEFINITIONS:

Recordable "Occupational injuries or Illnesses" are those that result in:

(a) Fatalities, regardless of the length of time between injury and death or between illness and death. Exception: a motor vehicle accident outside of the town's parking lot and not in a NCDOT Work Zone.

(b) Lost Workdays;

(c) Transfer to another job;

(d) Termination of employment;

(e) Medical Treatment, Other than First Aid;

(f) Loss of consciousness or restriction of work or motion; and

(g) Diagnosed occupational illness;

GOAL

It is the goal of the Town of Emerald Isle to maintain the safest possible work place for our employees. In doing so, we strive to achieve no employee accidents for the proceeding year.

POLICY

The employees of the Town of Emerald Isle are our most important asset, and every effort will be made to protect them by providing a safe and healthy work place. This is a prime responsibility of each supervisor. In addition, each employee must carefully follow established safe work practices. We will voluntary comply with both the letter and intent of safety and health standards promulgated under the Occupational Safety and Health Act of 1970. Doing so is not only a moral obligation, but is inseparable from good management of our limited and most precious resource. . . the employees.

COORDINATOR/DIRECTOR OF SAFETY AND HEALTH MATTERS

The Safety Coordinator is designated as the focal point for all matters pertaining to employee safety and health. He and/or she will function in the role of coordinator and assist department heads in fulfilling their responsibilities for preventing accidents. He and/or she will continuously monitor the progress of this plan to control accidental losses and keep top management informed on both the progress being made and problems that develop.

NO LOSS OF PAY

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided at no cost to the employees. Members of the Safety Committee shall be allowed reasonable time to exercise the rights of the Committee without any loss of pay or benefits for time spent on duties of the Committee.

SELF INSPECTION/EVALUATION

The Safety Coordinator in cooperation with the Safety Committee will cause a thorough inspection to be made within the workplace as often as necessary but at least monthly. Particular attention will be given to employee work habits in addition to identifying hazardous conditions. During the inspection, employees will be consulted and written records of the inspection kept.

Realistic dates shall be established for correcting each hazard noted during an inspection. Correction of hazards shall be documented by the department head and

forwarded to the Safety Coordinator. Department heads and supervisors shall be responsible for ensuring correction of hazards in their work area.

Serious hazards which present great dangers to employees will be corrected on the spot, when possible, and a written report submitted to the Safety Coordinator.

File copies of all inspections will be retained in the work place by the Safety coordinator for five years.

SAFETY AND HEALTH TRAINING FOR EMPLOYEES AND COMMITTEE MEMBERS

Supervisors should be our most knowledgeable, skillful, and safety conscious employees. Supervisors are to always set a good example for subordinates and to constantly function as their trainer. Supervisors shall attend annual safety classes to sharpen their skills and help maintain a safe work environment.

During the initial orientation of current and new employees, management will ensure that the person is fully capable of coping with all potential emergencies and is aware of job related hazards. An employee is not to work without direct, immediate supervision until this is done. All employees will be provided a copy of the company safety and health policy during orientation; they shall sign a statement that the supervisor explained the policy.

Safety and health committee members and supervisors will receive additional training on the company's safety and health program, hazard recognition, hazard correction and control, and the rights and responsibilities of the safety committee as outlined elsewhere in this document.

Occupational safety and health refresher training will be provided for employees and committee members at least annually and when operation changes cause new or different safety or health hazards.

The Safety Committee will facilitate all safety and health training necessary and retain all written plans necessary to maintain an ongoing effective safety and health program.

ANNUAL REQUIRED TRAINING FOR EACH DEPARTMENT

The department heads will be required to maintain the annual training required by OSHA for each of their employees.

Required classes by department:

Parks & Recreation

1. First Aid / CPR – Community Building Employees
2. Blood Born Pathogens – Community Building Employees
3. Fire Extinguisher
4. Hazard Communications

Fire Department
1. First Aid / CPR
2. Blood born Pathogens
3. Respirator Training
4. Fit testing to each respirator
5. Fire Extinguisher
6. Haz Mat Operations
7. Hazard Communications

Police Department
1. First Aid / CPR
2. Blood Born Pathogens
3. Haz-Mat Awareness
4. Fire Extinguisher
5. Hazard Communications

Public Works
1. Fall Protection
2. Fire Extinguisher
3. Hazard Communications

Inspections
1. Fire Extinguishers
2. Hazard Communications

Administration
1. Fire Extinguishers
2. Hazard Communications

EMS Department
1. First Aid / CPR
2. Blood Born Pathogens
3. Haz-Mat Awareness
4. Fire Extinguisher
5. Hazard Communications

EMERGENCY SITUATION AND MEDICAL TREATMENT

Emergency telephone numbers (fire, rescue, etc.) is 911, if dialed from a town phone you must dial 9 first (9-911).

The responses to emergency situations which may affect all employees will be planned and coordinated by the Safety Coordinator and Safety Committee. Department heads will identify and plan courses of action for special emergencies which would be

confined to their sphere of responsibility. Emergency procedures will be exercised as often as necessary to insure proficiency in coping with the emergency, but no less often than once a year.

First aid medical care will be provided through the Department Head, who shall have access to first-aid supplies. The EMS and Fire Department have EMTs available 24 hours a day,

ACCIDENT AND ILLNESS INVESTIGATION

Personal injuries (other than first aid), property damage, accidents, "near misses" that could have resulted in personal injury, and all occupational illnesses will be promptly and thoroughly investigated to determine what happened, why it happened, and what should be done to prevent recurrence of similar mishaps or conditions. The responsible supervisor will insure that such an investigation is conducted and will obtain technical assistance from other sources, as needed. The Safety Coordinator and Safety Committee will review all such reports and recommend any further action necessary. All recommendations from the safety committee will be recorded and given to the Town Manager and forwarded to each department head for implementation. Once implemented the appropriate department head will submit the changes in writing back to the Town Manager who will forward the changes back to the Safety Committee to verify the recommendations have been made.

OTHER EMPLOYERS/EMPLOYEES ON SITE

The department heads contracting others shall be responsible for ensuring that all outside employers who have employees on our site comply with our safety and health rules. Outside employers shall be required to review with the Department Head all planned work procedures and potential hazards before any work begins. Department Heads and Supervisors will inform and train affected employees. No outside employer will be allowed to perform work on our site if it cannot be done safely. The Department Head shall maintain supporting documentation of this activity.

GENERAL EMPOYEE SAFETY RULES

Managers and supervisors at all levels will strictly enforce the following general rules for employee protection.

1. Promptly report all accidents to your immediate supervisor even when an injury is not readily apparent, such as a possible sprain of lower back muscles.
2. Wear the prescribed personal protective equipment for each job and insure that it is in a fully serviceable condition before commencing work.
3. Loose clothing, jewelry, and hair longer than shoulder length shall not be worn around moving machinery.
4. Smoke only in those areas designated for smoking.
5. Employees will report to work in a rested condition, unaffected by alcohol or drugs.

6. Operate only those machines on which you have been certified as being proficient by the supervision.
7. Avoid running and all undue haste. Do not engage in horseplay or gambling.
8. Lift objects with leg muscles and load close to your body. When in doubt as to your safety, always get assistance or use a mechanical lifting device.
9. Do not take chances with any job. Pause and think before acting. If in doubt, ask your supervisor. Do not use defective equipment. Employees who knowingly violate these rules or established unsafe work practices will be subject to appropriate disciplinary actions, using the following as a guide. Flagrant violations may result in termination of employment on the spot.

   1st offense – Verbal reprimand
   2nd offense – Written reprimand
   3rd offense – Excuse from work without pay for 1-3 days
   4th offense – Termination

EMPLOYEE PARTICIPATION

It is the responsibility of all employees to practice safe work habits. Therefore, all employees are encouraged to police each other. If an employee sees something that is not safe, whether in their department or another one, they are encouraged to bring it to the attention of a supervisor, a department head or a safety committee member. If the employee wished to remain anonymous they can put their concerns in writing and either email it or deliver it to the safety coordinator's mailbox in town hall.

SAFETY AND HEALTH COMMITTEE

A safety and health committee will be part of our safety program. Half of the committee will be non-management employees and in representative numbers as described in General Statute 95-252.

(1) SELECTION

Employee safety and health representatives shall be selected by and from the nonmanagerial employees. The Safety Coordinator will facilitate the selection process of the committee members. Volunteers are encouraged.

(2) CHAIRPERSONS

The safety and health committee shall be co-chaired by:
a. The Safety Coordinator, and
b. A representative selected by the employee members of the committee.

(3) RIGHTS

The safety and health committee shall, within reasonable limits and in a reasonable manner, exercise the following rights:

a. Review the safety and health program established by the employer.
b. Review incidents involving work-related fatalities, injuries and illnesses, and complaints by employee's regarding safety or health hazards. Make recommdations to change policy or procedure (if necessary) to prevent accidents from happening, and review documentation from department heads that the recommendations have been implemented to the satisfaction of the committee.
c. Review, upon the request of the committee or upon the request of the employer representatives or employee representatives of the committee, the employer's work injury and illness record, other than personally identifiable medical information, and other reports or documents relating to occupational safety and health.
d. Conduct inspections of the worksite at least monthly and in response to complaints by employees or committee members regarding safety or health hazards.
e. Conduct interviews with employees in conjunction with inspections of the worksite.
f. Conduct meetings, at least once every three months, and maintain written minutes of the meetings.
g. Observe the measurement of employee exposure to toxic materials and harmful physical agents.
h. Establish procedures for exercising the right of the committee.
i. Make recommendations on behalf of the committee, and in making recommendations, permit any members of the committee to submit separate views to top management for improving the program.

_____
Signature of Top Management Official

Town Manager .
Title/Date

PURPOSE:

The purpose of this document is to inform each employee that the Town of Emerald Isle, 7500 Emerald Drive, Emerald Isle, North Carolina, 28594, is complying with the North Carolina Occupational Safety and Health Communication Standard, 1910.1200, by compiling a hazardous chemical list, by using Safety Data Sheets (SDS), by ensuring containers are labeled, and by providing our employees with the proper training.

This program applies to all work operations within our town employment where our employees may be exposed to hazardous substances under normal working conditions or during emergency situations.

The Safety Coordinator is the overall Program Coordinator, who has overall responsibility for the program. He/she will review and update the program, as necessary. Copies of the written program may be obtained from his/her office.

Under this program, employees of the Town of Emerald Isle will be informed of the contents of the Hazard Communications Standard, and measures to protect themselves from these chemicals. They will also be informed of the hazards associated with specific non-routine tasks as defined by the work force in association with town management.

LIST OF HAZARDOUS CHEMICALS:

Each department head is responsible for compiling and maintaining an up to date list of all hazardous chemicals and SDS's used by their department, giving one copy to the safety director to maintain as the master copy, and placing the department copy in a location where all employees know where it is and have easy access to it.

SAFETY DATA SHEETS:

The Town Manager, will ensure that each department maintains their own SDS hand book for hazardous materials and has it readily available for their employees. A master list of each chemical in the book shall be kept updated and in the front of this book.

LABELS AND OTHER FORMS OF WARNING:

It is the policy of the Town of Emerald Isle not to change chemicals from one container to another. Therefore, labeling new containers would not be required. However, in the event they need to be changed, the following policy will be followed.

Each department head will be responsible for properly labeling and maintaining of labels on all necessary chemical containers, vessels, tanks, etc. The labels will include chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party. Each department head will be responsible for checking and ensuring that all containers are labeled properly and they correspond with their SDS.

On all stationary structures, the Public Works Director will be responsible for posting the appropriate signs and labels with all required information.

NON-ROUTINE TASK:

When and if you are required to perform a hazardous non-routine task, a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

Under this policy, the following departments will attain the following levels of hazardous materials certification.

Fire Department .....Operations Level

Police Department .....Awareness Level

Public Works Department ....Awareness Level

Parks & Recreation .....Awareness Level

EMS Department.....Awareness Level

TRAINING:

Every employee of the Town of Emerald Isle who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communications Standard and the safe use of these chemicals. It shall be the responsibility of each department head to ensure all employees receive this training annually for their department. Whenever a new hazard is identified, appropriate training will be provided to all employees. Management and supervisory level personnel will receive more specific training as required by any changes of the standard or work practices.

The training plan will include the following items:

1. Summary of the Hazard Communication Standard.

2. Chemical and physical properties of specific hazards as defined in the chemical list.

3. Physical hazards of chemicals (i.e. potential for fire, explosion, etc.).

4. Health hazards, including signs and symptoms of exposure to specific hazards.

5. Specific instruction of preventative actions regarding exposure to hazards, (i.e. personnel protective equipment required, proper use and maintenance, work

practices or methods to assure proper use and handling of chemicals, and procedures for emergency response.

6. Specific work practices acceptable to the Town of Emerald Isle, do not work beyond your training.

7. Specific instructions in locating, reading, understanding, and obtaining additional hazard MSDS information when needed.

The Safety Committee and department heads will review our employee training program and advise the Town manager on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace.

As part of the training assessment, the Safety Committee will obtain input from town employees regarding the training they have received, and their suggestions for any improvement.

POLICY

It is the policy of the Town of Emerald Isle to maintain a safe working environment for the employees of the Town and to comply with the Occupational Safety and Health Act 1910.1030 Occupational Exposure to Bloodborne Pathogens. It is the purpose of this policy to outline and describe:

I. Scope of employees covered
II. Responsibilities
III. Universal precautions
IV. Personal protective equipment
V. Exposure control practices
VI. Information and training
VII. Effective date and adoption

The safe performance of daily operations has recently become more threatened by life-endangering communicable diseases, with the most infectious being Human Immunodeficiency Virus (HIV), and Hepatitis B Virus (HBV).

The definitions of terms used in this document are as follows:

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

Body Fluids: Liquid secretions including, but not limited to, blood, saliva, vomit, urine or feces.

Hepatitis B: A viral disease of the liver, transmitted through blood and blood products.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral (Piercing) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (Example: crime scene investigation, refuse collection).

Personal Protective Equipment: Specialized clothing or equipment worn by an individual to protect him/her from a hazard including, but not limited to, gloves, laboratory coats, face shields, masks, and mouthpieces.

Universal Precautions: Infection control steps that can be taken to reduce the likelihood of exposure by standardizing the manner in which a task is performed.

I. SCOPE OF EMPLOYEES COVERED.

A. OSHA has defined the classification of employee work activity into three categories with regard to HIB and HBV regulations. They are:

1. Direct contact with blood and other body fluids to which universal precautions apply. All people should be assumed to be infectious for blood borne pathogens and take universal precautions to prevent communicable disease transmission.

2. Activity performed without blood exposure but exposure may occur in an emergency.

3. Task does not entail predictable or unpredictable exposure to blood or blood by-products.

B. The following departments/personnel have been identified at risk due to their occupational exposure:

1. Fire Department – all job classifications
   a. Tasks at Risk: respond to all alarms; perform general fire service functions; perform building, mechanical, and electrical inspections, and other properties for fire hazards; service and maintain breathing equipment; maintenance tasks.

2. Police Department – all job classifications

   a. makes arrests and transport persons to jail; appear in public gatherings to prevent disorder; investigate and lead in performance of all phases and types of investigative work; answer calls to serious crimes throughout the Town; collect and property handle all possible crime scene evidence; assist rescue squad and fire department as requires; work various athletic events and contests; patrol business and residential sections of the Town to preserve general order; investigate unusual disturbances of the peace and make arrests when warranted; investigates traffic accidents and fills out accident report at scene.

3. Recreation Department – Community Center Staff

a. Tasks at Risk: supervise and implement overall athletics program for the department involving participants from youth through adult; supervise events; Seasonal Workers: routine building maintenance; administer first aid.

4. EMS Department – All job classifications

a. Task at Risk: responds to all medical emergencies, preforms patient assessment, preforms blood sugar checks, administers IV's, preforms cpr. Transports patients, maintains ambulances.

II. RESPONSIBILITIES

A. It shall be the responsibility of the Town Manager to facilitate employee training and to review and annually evaluate the procedures of this policy as designated in the OSHA Act 1910.1030.

B. It shall be the responsibility of Department Heads to ensure that a copy of this Exposure Control Plan and a copy of the OSHA Act (attached) are available to employees; to familiarize their employees with this policy; and to ensure that the provisions are carried out within their respective departments as specified. And to ensure their employees obtain the required annual blood-borne pathogen training.

C. It shall be the responsibility of supervisors to:

1. Initiate or assist in securing first aid for the injured or exposed person.

2. Assure an Injury/Exposure Report was started and completed the supervisor's portion of the form.

3. Assure that persons who have blood and body fluid exposure comply with Exposure Control Practices in section IV of this document and are referred for follow-up as soon as possible.

D. It shall be the responsibility of the Town Manager to:

1. Maintain records in the employee's medical file for reference.

2. Provide employee training.

3. Work with a licensed Physician, to administer the Hepatitis B Vaccination, And Carteret General Hospital infection control department to schedule appointments, consultation and follow-up.

4. Follow-up examinations will be scheduled at no cost to the employee in accordance with the recommendations of the US Public Health Service.

E. It shall be the responsibility of the employees to:

1. Initiate or assist in limiting additional exposure to the injured or exposed person and contact emergency medical services, if needed.

2. Immediately notify supervisor of any exposure or incident to himself/herself or anyone else that occurred in or on town property during the delivery of a town service.

3. Contact immediate supervisor if he/she is injured or it is believed that he/she has been exposed to a potentially hazardous material.

4. If treatment is rendered by an emergency service and exposure has occurred, the employee should notify the attending medical personnel of that facility.

III. UNIVERSAL PRECAUTIONS.

An employee must use the appropriate equipment to reduce the risk of exposure from blood and blood by-products.

A. Wash hands after any potential exposure within a reasonable time, such as, immediately after contact, before eating, after removing contaminated clothing, etc.

B. Use necessary protective personal equipment.

C. Dispose of all "sharps" (needles) in puncture-proof containers.

D. Do not recap needles or syringes.

E. Remove broken glass, which may be contaminated by using forceps or a broom and dustpan.

F. Disinfect SCBA equipment and resuscitation equipment after each use and store in a sanitary manner.

G. Use a food preparation glove if you have cuts on your hands and are preparing food. (Fire Department)

H. Wear protective eyewear and nasal protection if contaminates have the potential to be spattered or inhaled.

I. Avoid direct contact with saliva, tears, sweat, blood, urine, feces, or vomit.

J. Do not place common instruments such as pens, pencils, penlights or other items in your mouth.

K. Refrain from eating, drinking, smoking, applying cosmetics, or handling contact lenses in areas where potential exposure to blood or other potentially infectious materials may occur.

IV. PERSONAL PROTECTIVE EQUIPMENT.

Personal protective equipment will be available. It must be worn whenever exposure is evident. Examples of personal protective equipment include, but are not limited to:

A. Gloves: disposable, cloth, leather
B. Masks, face shields, safety glasses and goggles
C. Coveralls, disposable gowns, lab coats
D. Resuscitation equipment: mouthpieces, pocket masks
E. Band-Aids
F. Disinfectant
G. Alcohol, antiseptic towelettes

V. EXPOSURE CONTROL PRACTICES.

A. Any reasonable expected contact with blood or blood products are to be treated as infectious and universal precautions must be applied. A needle stick or blood splashes in the eye are examples of an exposure incident.

B. An employee who has exposure must report to the immediate supervisor any incident and initiate an Accident/Incident Investigation Report.

C. A Supervisors Accident/Incident Investigation Report must be completed within 24 hours and given to the Personnel Officer.

D. If exposure has occurred, identify the source and note on the Accident/Injury Investigation Report. Employee must be sent to Carteret General Hospital for a blood-work up.

E. Cuts or needle sticks should be encouraged to bleed freely. Flush exposures to mucous membranes with water.

F. The Town will make medical evaluation follow-up available to the employee if an exposure incident has occurred. Medical results are confidential and available to the immediate health care worker only. The employee must be notified if positive exposure has occurred.

G. Any worker's compensation claim in relation to an occupational exposure must be documented at the time of exposure by blood tests to establish a baseline for future reference.

VI. INFORMATION AND TRAINING.

A. Initial information and training must be provided to covered employees. Training should consist of:

1. Making available a copy of the standard for employees' reference. Copies are available through Department Heads and in the Personnel Office.

2. Reviewing the policy and procedures.

3. Discussing blood borne pathogens including modes of transmission, HBV Vaccination, HIV exposure, personal protective equipment.

4. Distributing written material that explains HBV and HIV.

5. Having available the HBV (Hepatitis B) Vaccination.

B. Hepatitis B vaccination is available to all designated personnel at no cost. Employee participation is voluntary.

If the employee declines the vaccination he/she must sign a declination form. If the employee initially declines, he/she may, at a later time, elect to accept the vaccine.

The Hepatitis B vaccination is administered in a series of three (3) shots over a six (6) months period. Employees will be notified of the side effects and risks. Employees will be tested after completion of the three (3) shot series to assure conversion to immunity.
If a routine booster, (dose), of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, the dose shall be made available to all vaccinated employees.

C. Exposure Testing:

Once an employee believes they have been in contact with someone's blood or other body fluids, they must immediately notify their supervisor.

Once their supervisor has been notified they are to be taken to Carteret General Hospital for blood work to be started. This Screening will be checking for HIV and Hepatitis C. If the employee has not taken their Hepatitis B series, they need to advise the doctor to check for it also. They will need to have this screening done four additional times:

1. Initial Contact
2. Six Weeks
3. Twelve Weeks
4. Six Months
5. Twelve Months

These Screenings will be done with no charge to the employee.

VII. EFFECTIVE DATE AND ADOPTION.

The original effective date of this Exposure Control Plan Policies and Procedures November 1, 1992.

First Review and Revision Date : April 9th, 2002.
Second Review and Revision Date : November, 2012
Third Review and Revision Date: January 2019

_____	_____	_____
EMPLOYEE NAME	DEPARTMENT	JOB TITLE / POSITION

I _____ understand that the duties that are required of me in my job places me in potential risk of exposure. I have a thorough knowledge of the proper use of the personal protective clothing and equipment and where the clothing and equipment is maintained throughout the facility. I have received education and training in universal precautions, barrier protection techniques and modes of transmission of blood-borne viruses.

Signature: _____ Date: _____

I understand that due to my occupational exposure to blood or other potential 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, if I decline the Hepatitis B vaccine at this time, I understand that I will 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 the Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

I have already been vaccinated prior to my employment with the Town of Emerald Isle and do not wish to receive the vaccination again. However, I understand that at anytime in the future a may request the vaccinations and receive them at no cost to myself.

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

PURPOSE:

The Purpose of this policy is to protect the employees hearing while using lawn mowing equipment.

POLICY:

All employees who may use the town's lawn mowing equipment shall have their hearing tested annually with the results being recorded in their personnel file. Furthermore, these employees shall be required to wear hearing protection while operating this equipment.

RECOMMENDATION:

It is recommended that all employees should use hearing protection while operating machinery while off duty.