

Town of Wendell



Safety Policy

Approval Date: 4/26/2018

Supersedes: 9/26/1997

Policy Number: 117

TABLE OF CONTENTS

I. RESPONSIBILITIES	3
A. <i>Town Manager</i>	3
B. <i>Safety Committee</i>	3
C. <i>Safety Coordinator</i>	3
D. <i>Department Heads</i>	4
E. <i>Supervisors</i>	4
F. <i>Employees</i>	5
II. OPERATIONS.....	6
A. <i>Safety Committee Meetings</i>	6
B. <i>Regular Safety Training/New Employee Orientation</i>	6
D. <i>Accident Investigation</i>	6
E. <i>Self-Inspections</i>	7
F. <i>Safety Suggestion Box</i>	7
III. DISCIPLINE	7
A. <i>Discipline</i>	7
B. <i>Disciplinary Actions</i>	8
IV SAFETY RULES AND PROCEDURES.....	9
A. <i>General Rules and Procedures for Municipal employees</i>	10
B. <i>General Rules and Procedures for Police Department</i>	12
C. <i>General Rules and Procedures for Public Works Department</i>	12
V. BLOOD BORNE PATHOGEN POLICY.....	13
A. <i>Purpose</i>	13
B. <i>Scope of Employees Covered</i>	13
B. <i>Exposure Determination</i>	13
C. <i>Information and Training Pograms</i>	13
D. <i>Hepatitis B Vaccination</i>	14
E. <i>Post-Exposure Evaluation and Follow-up</i>	14
F. <i>Information Provided to the Health Care Professional</i>	14
G. <i>Health Care Professionals Written Evaluation</i>	15
H. <i>Medical Records</i>	15
I. <i>Training Records</i>	15
J. <i>Availability of Records</i>	15
VI. PERSONAL PROTECTION AND WORK CONTROL PRACTICES.....	16
A. <i>General Practices</i>	16
B. <i>Personal Protective Equipment</i>	16
C. <i>Procedures Following Employee Exposure</i>	16
D. <i>Disposal and Handling of Soiled and Contaminated Articles</i>	16
E. <i>Communication of Hazards to Employees</i>	16
APPENDIX A: <i>Town Of Wendell Incident Report</i>	17
APPENDIX B: <i>Job Classifications Subject To Occupational Exposure To Blood Borne Pathogens</i>	18

I. RESPONSIBILITIES

A. **Town Manager**

The Mayor and Town Board support a Town-wide safety program through personnel policies.

The Town Manager is responsible for overall management and administration of the comprehensive safety program and will appoint the Safety Coordinator's position.

B. **Safety Committee**

This committee, as designated by the Town Manager, will function as an advisory body to develop and recommend to the Town Manager matters of policy and procedure affecting administration of the Town of Wendell safety program.

Safety Committee members will be appointed to serve a two-year term with a term beginning July 1. Safety Committee members may fulfil two consecutive two-year terms and would rotate off after the completion of the second appointment so that another Town employee may serve.

Specifically the committee is responsible for:

1. Planning and recommending policies and procedures affecting the development and administration of an aggressive accident prevention program.
2. Reviewing statistical data, records and reports of safety matters to determine the effectiveness of the program.
3. Reviewing investigation reports, meeting with the involved employee(s) and their immediate supervisor to gather additional information and in accordance with Town policy, make a recommendation to the department head in the event of an avoidable accident with personal injury or property damage.

C. **Safety Coordinator**

The Safety Coordinator as designated by the Town Manager is directly responsible for the implementation, and operation of the safety program. It will include training, accident and insurance follow-up, and vehicle and building safety. The Safety Coordinator will organize annual training with all employees. The Safety Coordinator will provide safety information to all employees at least semi-annually through lunch and learn, e-mail, intranet or other available resources.

The Safety Coordinator will represent the Town Manager in all safety matters and can stop a work operation temporarily when serious injury or property damage is possible or has occurred.

D. Department Heads

Each department head is designated as responsible to the Town Manager for employee safety. The department head has supervisory responsibility for all safety functions and activities within his/her department. Each department head will:

1. Hold each supervisor accountable for injuries incurred by their employees. They are to provide leadership by setting a proper example for all employees. The department head will also be responsible for successfully following the department safety objectives.
2. Develop additional safety policies and procedures specific to their department and ensure they are complied with by all personnel under their direction.
3. Ensure that all employees, new and current, are trained or retrained in the accepted methods of their occupation.
4. Provide personal protective equipment and instruction when necessary and follow-up on proper use of equipment.
5. At a minimum, require regular employee safety meetings to review accidents and analyze their causes.
6. Encourage safety suggestions and written comments from employees and adopt those that are feasible.
7. Require accidents to be promptly reported, thoroughly investigated by supervisory personnel and properly documented.
8. Ensure that prompt, corrective action is taken whenever unsafe conditions are recognized and unsafe acts are observed.
9. Ensure that all employees are physically and mentally capable of performing their tasks.

E. Supervisors

Supervisors will assume the responsibility of thoroughly instructing their personnel in safe practices. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards. They will set the example of good safety practice within their department. Safety records shall be measured along with other phases of supervisor performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be fully reported. Principal duties of supervisors are as follows:

1. Seek medical treatment immediately for injured employee(s).
2. Enforce all safety rules and procedures.

3. Make certain all injuries are reported promptly and treated properly and all accidents are reported, even if injury is not apparent, as well as damage to Town property and equipment.
4. Conduct thorough investigations of all accidents in accordance with this policy and take necessary steps to prevent recurrence through employee safety education, operating procedures or modification of equipment.
5. Provide employees with complete safety instructions regarding their duties prior to the employee beginning employment and/or taking on a new role.
6. Conduct regular safety checks, including careful examinations of all new and relocated equipment before it is placed in operation.
7. Properly maintain equipment and issue instructions for the elimination of potential safety hazards.
8. Continuously inspect employees and equipment for unsafe practices and conditions and properly undertake any necessary corrective action.
9. Develop and administer an effective program of good housekeeping and maintain high standards of personnel and operational cleanliness throughout all operations. Safety begins with a clean work area.
10. Provide safety equipment and protective devices for each job based on knowledge of applicable standards.
11. Conduct safety briefings and encourage the use of employee safety suggestions.
12. Give full support to all safety procedures, activities and programs.

F. Employees

Employees will be required, as a condition of employment, to exercise care in the course of their work to prevent injuries to themselves and to their fellow workers or public. Employees are required to:

1. Use the safety equipment which has been provided for use in performing daily work assignments.
2. Wear the prescribed uniform and safety shoes, as required.
3. Not operate equipment for which training or orientation has not been received.
4. Warn co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
5. Report defective equipment immediately to a supervisor.

6. Report dangerous or unsafe conditions that exist in the work place as well as throughout the municipality.
7. Report all injuries and accidents regardless of the severity as soon as practical. This should also include incidents that could have led up to an accident or injury.
8. Protect unsafe conditions that result from municipal work that could present a hazard to the public.
9. Take care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible, as well as to ensure that they are in the best possible condition while being used.
10. Participate in all required safety and occupational health training and be certain that they understand instructions completely before starting work.
11. Serve on a safety committee or inspection team when appointed.

II. OPERATIONS

A. **Safety Committee Meetings**

The Safety Coordinator or designee shall be responsible for the scheduling of meetings, preparing agendas and maintaining minutes of all meetings. The agenda shall indicate a predesignated time and place. Findings will be filed with the Human Resource Specialist. With meetings held at least once each quarter.

B. **Regular Safety Training/New Employee Orientation**

All Department Heads or an assigned designee shall work with the Safety Coordinator to conduct a safety meeting with their employees. Date of those in attendance and the topic of the discussion will be documented. All new employees will review and receive the safety policy before going to work in their designated work area.

Since the need for safety training varies according to the degree of exposures to hazardous conditions, it is impractical to establish mandatory minimum amounts of training. Documentation of training sessions should be submitted to the Safety Coordinator on a quarterly basis. Documentation of training sessions will be maintained by the Safety Coordinator. The Safety Coordinator may act as liaison in procuring instructors and visual aids on request.

C. **Accident Investigation**

Accident investigations will be performed for every situation in which a Town of Wendell employee or an employee under contract to the Town of Wendell is involved in, including death, permanent disability, temporary disability, hospitalization, medical treatment, loss of time from work due to accident or injury, damage to Town property or

injury to any person. These accident investigations are an essential part of the safety and loss control program and therefore should be conducted with a great degree of care.

If any employee is injured and needs medical treatment, the supervisor shall obtain a worker comp packet, which will include the **North Carolina League of Municipalities Medical Authorization and Attending Physician's Report** and the **Town of Wendell Incident Report** (Appendix A) and return it to the Town of Wendell Human Resources Office within 24 hours.

The supervisor of the involved employee shall be responsible for contacting the Human Resources Specialist and notify them of the accident. The Safety Coordinator will be notified by the Human Resources Specialist of the accident.

The supervisor of the involved party shall conduct a thorough investigation of the accident and should utilize the Safety Coordinator if investigative assistance is needed. Supervisors should interview all involved parties, too include witnesses to the accident. Supervisors should obtain written statements from those involved. In the event of property damage and/or injury, the supervisor may require the involved employee to be drug tested.

If a fatality occurs or hospitalization is required, the Human Resources Specialist and/or Safety Coordinator will promptly notify the Town Manager or designee, League of Municipalities and North Carolina Department of Labor. Any additional investigations will be conducted by the Safety Coordinator in conjunction with the supervisor and Department Head of the employee involved.

In addition to these investigative procedures, the Town Safety Committee will reserve the right to review any accident or injury deemed appropriate and/or necessary. Findings and recommendations from the meetings reviewing accidents will be promptly delivered to the Human Resource Specialist who in turn will notify the Town Manager.

The purpose of accident investigation is to prevent the recurrence of accidents by identifying contributing causes, determining corrective measures necessary to eliminate causes, and disseminating information on accident prevention to all employees.

D. Self-Inspections

The purpose of self-inspections is to identify hazardous work conditions and materials or methods that may result in an accident, so that these hazards can be corrected. Each facility will be inspected not less than once every three months. The department head is responsible for preparing an inspection schedule for all activities for his/her department. The department head will also designate inspectors for their department and inspection checklists should be used to record findings. Upon completion of the inspection checklists, findings will be furnished to the department head and Safety Coordinator. The department head will take whatever corrective action deemed appropriate, maintain a record of completion of such corrective action and furnish the Safety Coordinator a record of completion.

E. **Safety Suggestion Box**

A safety suggestion box will be maintained for employees to submit safety suggestions. The safety suggestion box will be located where department mail is picked up at Town Hall.

The Safety Coordinator or designee will check the safety suggestion box prior to the quarterly meeting. These suggestions will be discussed at departmental safety training meetings by the Safety Committee, if applicable.

III. **DISCIPLINE**

A. **Discipline**

It is recognized that some Town employees may violate work rules/policies and commit unsafe acts that may or may not result in an accident causing injury or damage. As a result, each violation or action will require immediate corrective action by supervisors and department heads. It should be emphasized that safe work rules/policies and driving procedures must be enforced for the protection of the employee and the Town of Wendell.

The cost of the accident should not dictate the corrective action to be administered. Management should discourage any implication that it is acceptable to have an inexpensive accident, but it is unacceptable to have an expensive accident to occur. The same action that causes little accidents also causes the big accidents; therefore, the **Emphasis** is placed on **Accident Prevention**.

Careful consideration has been given to the wide range of Town employees whose job classification include the responsibility of operating motor vehicles and motorized equipment. It has been determined, therefore, that all employees who operate a Town vehicle or other Town equipment, are obligated to take the necessary precautions to avoid accidents and injuries. Distinctions will not be made as to the frequency and distance that a vehicle or other equipment is operated.

The fact that one job classification requires more driving or operating hours than another job classification is not adequate justification to provide different expectations for safe motor vehicle and motorized equipment operation. Although one job classification may require a more highly skilled operator than another, it is the supervisor's responsibility to enforce the applicable safety rules and review each employee's previous accident record to determine the need for additional training.

For disciplinary purposes, only accidents or safety violations occurring after the inception of this program will be considered. However, if an employee is on probation or suspension for violations at the inception of this program, there will be no change in status until the disciplinary period has been completed.

B. Disciplinary Actions

An employee's unsafe act which results in:

- 1) Personal injury (without justification) to another individual; or
- 2) Personal injury to the employee; or
- 3) Vehicle or other property damage shall require at least minimum disciplinary action as follows:
 - a) **First at fault occurrence:** Employee will be counseled by the supervisor and the Department Head to determine the need for additional training, instruction and/or other corrective action. The employee's file will reflect the counseling sessions and will be reflected in their yearly evaluation.
 - b) **Second at fault occurrence:** within a consecutive three year period, the employee will be written up and be counseled by the supervisor and the department head.
 - c) **Third at fault occurrence:** Within a consecutive three year period, the employee will be counseled by the supervisor and the department head, and be suspended without pay for up to three (3) days.
 - d) **Fourth at fault occurrence:** Within a consecutive three year period, the employee will be suspended without pay with a recommendation for reassignment, demotion or termination.

Each at fault occurrence will be provided to and reviewed by their department head and the Town Manager, and based on the severity of the at fault occurrence they could recommend any of the disciplinary actions listed under Section B.

IV. SAFETY RULES AND PROCEDURES

Safety rules and procedures should be developed and monitored by each department. The department heads, supervisors and employees should all contribute to this task for their respective area. The attached rules and procedures provide a starting point.

Remember, for safety rules to be effective, employees must understand that management supports the enforcement of safety rules and procedures.

GENERAL RULES AND PROCEDURES FOR TOWN EMPLOYEES

These general rules and procedures apply to all departments:

1. Good housekeeping is maintained throughout all operations to ensure a safe work environment.
2. All employees will be properly trained before they are allowed to assume routine duties in accordance with Article 1, Section D, 2 and 3.
3. All employees will be trained in proper lifting techniques and body mechanics and should not lift an object where proper lifting techniques cannot be used.
4. Hard hats will be provided for and used by all employees exposed to overhead hazards.
5. Eye and ear protection will be provided for use by all employees exposed to related hazards, i.e. grinding, cutting, chipping, welding, battery charging, jack hammering, firearms qualification, etc.
6. Caution signs will be posted in shop areas and on major mobile equipment warning that eye protection be worn where eye hazards exist.
7. Emergency eye wash and showers will be available to employees who may be exposed to hazardous chemicals and substances.
8. Employees will be required to wear appropriate footwear as determined by their department head.
9. All employees will be provided and required to wear protective gloves when conditions dictate in their assigned duties, such as dealing with equipment or tools or dealing with bodily fluids.
10. First aid kits will be available to employees at all times. First aid kits will be inspected quarterly by the Safety Committee. In turn, the Safety Coordinator will follow up with the department head as to supplies needed to restock the first aid kit at a facility.
11. Designated employees will be properly trained and certified in first aid.
12. All vehicles and equipment will be inspected before starting each shift.
13. Employees working near vehicular traffic will be provided with and required to wear high visibility clothing, i.e. reflective vest.
14. A sufficient number of fluorescent plastic cones, signs, and warning devices will be available and used when work activities are near vehicular traffic.
15. All flammable liquids which are transported in vehicles will be contained in approved safety containers.

16. Overhead cranes and hoists will be equipped with a hook safety latch mechanism and labeled with maximum safe load limit.
17. Adequate overhead and roll over protection will be installed on mobile equipment.
18. Hand carts, dollies or other devices will be used for lifting or moving heavy objects or materials.
19. Guards and safety devices will be kept in place and in working condition on all equipment, tools, etc.
20. All hand tools will be inspected to ensure their safe working condition.
21. All electric fans will be equipped with proper guarding.
22. Bench grinders will be securely mounted, equipped with protective eye shields and a properly adjusted tool rest, and have an adequate guard over the end spindle.
23. All tools and electrical equipment will be either double insulated or equipped with a three-prong plug to ensure proper grounding.
24. Adequate portable lighting will be available for use during emergency situations.
25. An evacuation plan will be developed, posted, and updated in every public building.
26. All electrical switch boxes and electric panels will be closed and properly marked.
27. The Town of Wendell prohibits employees from smoking while working, except during breaks and in designated areas on Town property. NO SMOKING signs will be located in appropriate areas and followed by all employees and visitors, i.e. storage areas for compressed gases or combustible/flammable materials, refueling pumps, and battery charging areas.
28. All compressed gas cylinders will be properly secured in an upright position.
29. All flammable or combustible materials will be properly stored and bonded.
30. There will be an adequate number of appropriate and properly located fire extinguishers that will be inspected annually by a certified technician.
31. All exits will be properly marked and free of obstructions.
32. All employees will wear seat belts.
33. Whenever two employees are available, one will assist the other in backing in all Town vehicles that by design or load have limited sight visibility.

GENERAL RULES AND PROCEDURES FOR POLICE DEPARTMENT

The police department maintains a detailed Standard Operations Procedure that is provided to all police department personnel. All police department personnel are required to follow the Wendell Police Department Standard Operations Procedure. The police department will review and update their Standard Operating Procedure as needed.

GENERAL RULES AND PROCEDURES FOR PUBLIC WORKS DEPARTMENT

1. Management should develop standard procedures for entering confined spaces and underground areas in compliance with OSHA law, i.e. checklists, permits, etc.
2. Employees should be provided with and required to use appropriate equipment to determine the amount of oxygen and toxic flammable gases in confined underground areas.
3. Employees should be properly trained in the use of monitoring devices, rescue equipment, and other safety equipment.
4. Excavations and trenches will be designed by a “competent person” in accord with OSHA standards.
5. An adequate means of exit should be provided (ladder) in excavations and trenches. This is required for excavations and trenches of four or more feet.
6. All excavated materials should be stored at least two feet from the trench.
7. Backup alarms should be installed on all mobile equipment with limited sight visibility.
8. Supervisors should ensure that all workers are properly trained in the use of their respective personal equipment.
9. Vehicles should be equipped with adequate warning lights and used while working in or near traffic.
10. A respiratory program in compliance with OSHA regulations will be implemented, i.e. physicals, use of self-contained breathing apparatus [SCBA’s], testing of equipment and fit, etc.

V. BLOOD BORNE PATHOGEN POLICY

A. Purpose

This policy is established to prevent the spread of blood borne viruses passed through contact with bodily fluids, such as but not limited too human blood, tears, sweat, saliva, gastric secretions, urine, feces, and breast milk. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials, and methods of personal protection shall be used automatically in such situations. The Town of Wendell shall be referred to for the purposes of this policy as "the employer."

B. Scope of Employees Covered

All full-time, part-time and seasonal employees who have occupational exposure to blood borne pathogens are covered by this policy. The employer will not provide contracted employees with the Hepatitis B Vaccination. With this exception, all other aspects of this policy will apply to contracted employees and volunteers.

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

- a. Tasks that involve actual or potential for mucous membrane or skin contact with blood, body fluids, or tissues. Standard precautions apply (all individuals should be assumed to be infectious for blood borne pathogens and standard precautions should be taken to prevent communicable disease transmission).
- b. Tasks that involve no exposure to blood, body fluids or tissue, but employment may require exposure in an emergency.
- c. Tasks that involve no exposure to blood, body fluids or tissues, and does not entail predictable or unpredictable exposure to blood or blood by-products.

C. Exposure Determination

The Department Head will be responsible for determining those individuals as well as job classifications at risk for occupational exposure to blood borne pathogens. Job descriptions for each position will be used for these purposes. (For awareness purposes, all employees will be considered to have some degree of exposure.)

D. Information and Training Programs

All employees with occupational exposure shall participate in a training program provided at no cost to them during regular working hours. Initial training shall be provided to all employees who may be exposed before they start to work. All employees will receive annual training on blood borne pathogens. The employer shall provide additional training when changes such as modifications or restructuring of job tasks affect employees' occupational exposure.

The training program shall cover an explanation of OSHA standard 1910.1030; a generalized explanation of the epidemiology and symptoms of blood borne diseases; an explanation of the modes of

transmission of blood borne pathogens; an explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure; an explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and personal protective equipment; information on the Hepatitis B vaccine, including its efficiency, safety, method of administration, the benefits of being vaccinated and pricing information; information pertaining to procedures during emergency exposures to potentially infectious materials; opportunity for interactive questions and answers with the person conducting the training session.

E. Hepatitis B Vaccination

The Town of Wendell will make available the Hepatitis B vaccination series free to all employees. The Town will ensure that all medical evaluations and procedures, including the Hepatitis B vaccination series, are made available at no cost to the employee and are scheduled at a reasonable time and place. All vaccinations must be administered by a licensed health care professional and administered according to the recommendations of the U.S. Public Health Services. The vaccination series will be offered to all new employees within ten working days of initial assignment unless the employee has previously received the complete Hepatitis B vaccination series. New employees must provide documentation that they have previously received the Hepatitis B vaccination. All employees who decline to accept Hepatitis B vaccination shall sign a declaration stating that they do not desire to accept the vaccination. If an employee initially declines the vaccination but at a later date while still covered under this standard decides to accept the vaccination; the employer shall make available Hepatitis B vaccination at that time.

F. Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow up, to be conducted by a contracted physician, including at least the following elements: (a) documentation of the route of exposure under which the exposure incident occurred, (b) identification and documentation of the source individual, unless documentation is infeasible or prohibited by law. All exposure incidents should be immediately documented. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV possible contamination. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual is already known to be infected with HBV or HIV, re-testing is not required. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be made aware of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

G. Information Provided to the Health Care Professional

The employer shall ensure that the health care professional evaluating an employee after an exposure incident is provided the following information: (a) a copy of this regulation; (b) a description of the exposed employee's duties as they relate to the exposure incident; (c) documentation of the routes of exposure and circumstances under which exposure occurred; (d) results of the source individual's blood testing, if available; (e) all medical records relevant to the treatment of the employee.

H. Health Care Professionals Written Evaluation

The employee shall receive a copy of the evaluating health care professional's written evaluation within 15 days of the completion of the post-exposure evaluation and testing. The employee shall be informed of the results of the evaluation, and shall be told about any medical conditions resulting from exposure to the blood or other infectious materials that require further evaluation or treatment. All other findings or diagnosis shall remain confidential and shall not be included in the written report.

I. Medical Records

The employer shall establish and maintain an accurate record for each employee with occupational exposure, in accordance with OSHA Standard 29 CFR 1910.20. This record shall include: (a) the name of the employee; (b) a copy of the employee's Hepatitis B vaccination status, including the dates of all Hepatitis B vaccinations and any medical records relative to the employee's ability to receive the vaccination; (c) a copy of all results of the examination, medical testing, and follow-up procedures as required after an exposure incident; (d) the employer's copy of the health care professional's written evaluation after the post-exposure examination; (e) a copy of all information provided to the health care professional as required by OSHA Standard 29 CFR 1910.0. The employer shall ensure that all employees' medical records are kept confidential and are not disclosed or reported without the employee's expressed written consent to any person within or outside the workplace. The employer shall maintain all required medical records for the duration of employment plus thirty years after the date of separation.

J. Training Records

Training records shall include the following information: (a) the dates of the training session; (b) the contents or a summary of the training session; (c) the names and qualifications of the individuals conducting the training; (d) the names and job titles of all individuals attending the training sessions. Training records shall be maintained for three years from the date of which the training occurred.

K. Availability of Records

Employee medical records required by OSHA standard 29 CFR 1910.20 shall be provided on request for examination and copying to the subject employee, to everyone having written consent of the employee, and to the Director and the Assistant Secretary of the Occupational Safety and Health Administration of the U.S. Department of Labor on request. Employee medical records shall be maintained by the contract physician, a physician designated by the employee or by the employer if the employee so chooses.

VI. PERSONAL PROTECTION AND WORK CONTROL PRACTICES

A. General Practices

All bodily fluids shall be considered potentially infectious materials. Work control practices shall be used to eliminate or minimize employee exposure. Work control practices shall be examined, maintained, and/or replaced on a regular schedule to ensure their effectiveness.

All procedures involving blood or other potentially infectious materials shall be performed in a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling processing, storage, transportation or shipping.

B. Personal Protective Equipment

The employer shall provide at no cost to the employee appropriate personal protective equipment such as gloves, gowns, face shields and masks or eye protection. The employer shall provide training for employees in the proper use and wearing of various pieces of protective equipment and clothing. Gloves shall be disposable and waterproof. Employees shall use personal protective equipment in all situations involving contact with blood and other potentially infectious material. Appropriate personal protective equipment shall be issued to the employee in his/her appropriate size and available at the work site location. Gloves must be worn if contact with blood or other bodily fluids may occur. Gowns shall be worn if soiling of clothing with blood or bodily fluids may occur. A mask shall be worn in the event of aerosolization of blood or bodily fluids, as in excessive coughing. Goggles shall be worn when splattering of blood or bodily fluids may occur. Hand washing shall be done after contact with bodily fluids whether or not gloves are worn.

C. Procedures Following Employee Exposure

When blood exposure occurs, the employee should immediately wash off the blood. In the event of an accidental needle stick, the employee should cleanse the wound with alcohol. The employee shall see a licensed physician or health care professional as soon as possible. The incident should be documented as soon as possible and notification should be made to their immediate supervisor and the Human Resource Specialist.

D. Disposal and Handling of Soiled and Contaminated Articles

All non-disposable articles soiled with blood or bodily fluids shall be bagged, cleaned and rendered safe before they are put back in service. Bloody or soiled disposable articles shall be carefully bagged and discarded as is appropriate for biohazardous waste. Needles and syringes shall be disposed of in a rigid, puncture resistant container labeled "contaminated sharp." Blood spills should be cleaned as soon as possible with a solution of bleach diluted 1:10 with water.

E. Communication of Hazards to Employees

Large storage containers of contaminated articles, or refrigerators and freezers containing blood or other potentially infectious material shall contain the label "Biohazard" with lettering and symbols in fluorescent orange or orange-red.

APPENDIX A:

Town of Wendell Incident Report
OSHA's Form 301 compliant

Employee's Full Name _____ Dept _____

Home Address _____

Date of Birth _____ Phone Number (cell) _____

Date of Incident _____ Time _____ AM or PM Time employee began work _____ AM or PM

Address where injury occurred _____

Date Supervisor was notified _____ Time _____ AM or PM

Did employee report to a health care professional? Yes No Emergency Room Yes No

Name of physician or other health care professional _____

What was the employee doing just before the incident occurred? Describe the activity as well as the tools, equipment, or material the employee was using. Examples: climbing a ladder while carrying materials, spraying chemical from a hand sprayer, etc. **** (Attach a separate sheet of paper if additional space is needed)**

What happened? Tell us how the injury occurred. Examples: when ladder slipped on wet floor, worker fell 20 ft., worker was sprayed with chemical when gasket broke during replacement, etc. **** (Attach a separate sheet of paper if additional space is needed)**

What was the injury or illness? Tell us the part of the body that was affected and how it was affected: Be more specific than "hurt", "pain", or "sore". Examples: strained back, chemical burn. **** (Attach a separate sheet of paper if additional space is needed)**

What object or substance directly caused the harm? Examples: "concrete floor", "chlorine", "radial arm saw", etc. If this question does not apply to the incident, leave it blank. **** (Attach a separate sheet of paper if additional space is needed)**

The information provided on the incident report is true to the best of my knowledge.

Employee Signature Date _____

Supervisor Signature Date _____

APPENDIX B: Job Classifications and Positions Subject to Have Occupational Exposure to Blood borne Pathogens

In accordance with the Town of Wendell policy, the following job classifications and positions for the Town of Wendell have been identified as having occupational exposure to blood borne pathogens.

Police Department

Police Officer, Criminal Investigator, Police Sergeant, Captain and Police Chief

Public Works

Public Works employees, supervisors, Public Works Department head.

Parks and Recreation Department

Contracted staff, full time staff and Parks and Recreation Department head

Teresa D. Piner, Town Manager
4/26/2018