



# **Safety Manual**

## **&**

# **Injury and Illness Prevention Plan**

12420 Bentley Street  
Waterford, CA 95386

Phone: (209) 874-1119 Ext. 6

Website: [www.connectingwaters.org](http://www.connectingwaters.org)

CWCS Board Approved July 27, 2021

## **Acknowledgment Of Receipt Of Safety Manual & Injury And Illness Prevention Program**

Please Read The Employee Safety Manual & Injury And Illness Prevention Program And Submit A Signed Copy Of This Statement To The Executive Director.

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

This is to certify that I have received a copy of the Connecting Waters Charter Schools (“CWCS”) Safety Manual & Illness and Injury Prevention Program. I have read this document, understand it, and will comply with it while working for the School.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with CWCS.

I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the CWCS Safety Manual & Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign/date, tear out, and return to the Executive Director**



# Table of Contents

Policy Statement on Safety	1
Code of Safe Practices	2
General Duties and Responsibilities for Safety	5
Office Safety	8
Office Ergonomics	9
Hazardous Materials and Chemicals Communication Program	10
Hazard Identification and Evaluation	14
Hazard Correction	16
Bloodborne Pathogen Exposure Control Plan	18
Safety Communication	19
Employee Safety Training	20
Emergency Medical Services and First Aid	22
Accident Investigation	25
Enforcement of Safety Policies	28
Appendix A - Vaccination Declination Form	
Appendix B - Employee Safety Contact Report	
Appendix C - Bloodborne Pathogen Exposure Control Plan	

## Policy Statement on Safety

The safety and health of each Connecting Waters Charter Schools (“CWCS”) employee is of primary importance to us. We are committed to maintaining a safe and healthful working environment, and to achieve this goal, we have developed and implemented this comprehensive Safety Manual and Injury and Illness Prevention Program (“Manual”). This Manual is designed to prevent workplace accidents, injuries, and illnesses. A complete copy of the program is maintained at our office at 12420 Bentley Street, Waterford, California 95386. You may ask to review it at any time. You may also contact our Executive Director at (209) 874-1119 Ext. 6, if you have any questions or concerns.

It is the intent of CWCS to comply with all laws relating to occupational safety and health. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries. To further increase workplace safety, we require the active participation and assistance of all employees. The policies and procedures contained in this Manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that he or she knows is not safe. Never hesitate to inform your supervisor of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers, visitors and other trades. To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful. Our objective is a safety and health program that will reduce the total number of injuries and illnesses to an absolute minimum. Our ultimate goal is zero accidents.

---

Sherri Nelson, Executive Director

## Code of Safe Practices

### General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Employees are to immediately report any unsafe conditions, accidents, injuries or illness to their Supervisor or Personnel.
4. If you are unsure of the safe method to do your job, STOP and ask your Supervisor. Ignorance is no excuse for a safety violation.
5. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, or impaired by fatigue or an illness, shall be prohibited from working.
6. Never work while fatigued, ill, or under the influence of an illegal or intoxicating substance.
7. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
8. Horseplay, scuffling, fighting and other acts that tend to have an adverse influence on workplace safety or employee well-being are prohibited.
9. Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
10. Keep the work area clean and free of debris, electrical cords and other hazards.
11. Immediately clean up spilled liquids.
12. Always notify all other individuals in your area who might be endangered by the work you are doing.
13. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.

14. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your Supervisor.
15. Never bring firearms, weapons, illegal drugs or alcoholic beverages on school grounds.
16. CWCS will appropriately label equipment that is NOT to be operated, energized or used. All such notices and procedures must be observed and obeyed.
17. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
18. Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
19. Do not run on the school site if it would be unsafe to do so.
20. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
21. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
22. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor or Manager.
23. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
24. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
25. Gasoline or other flammable liquids shall not be used for cleaning purposes.
26. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the Supervisor or Manager.

### Campus Safety

1. Be aware of unknown persons loitering in parking areas, walkways, entrances and exits and service areas.
2. Report any suspicious persons or activities to school administration.

3. Employee desk or office should be secured at the end of the day.
4. When an employee is called away from his or her work area for an extended length of time, valuable or personal articles should not be left around a work station that may be accessible.
5. Employees must immediately notify school administration when keys are missing or if security access codes or passes have been breached.

### Fire Prevention and Housekeeping

1. Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment and trash.
1. Firefighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a Supervisor. Tampering with fire equipment is prohibited.
1. Access to fire extinguishers must be kept clear at all times. Make note of the location of firefighting equipment in your work area.
1. Never use gasoline or flammable solvents for cleaning purposes.
1. Smoking is prohibited within twenty (20) feet of where flammable substances are present.
1. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
1. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
1. Maintain awareness of potential hazards when walking about the work site.
1. Keep tools, materials and equipment out of walkways and stairways at all times.
1. Sharp wires or protruding nails must be made safe.



## General Duties and Responsibilities for Safety

A safe working environment can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. To ensure this, CWCS delegates the following safety duties by job title. Please keep in mind that this is not an all-inclusive list. In some cases employees will need to perform safety duties outside their regular responsibilities to prevent accidents.

Executive management must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. The Executive Director will support and maintain an ongoing IIPP through the following:

1. Providing clear understanding and direction to all management and employees regarding the importance of safety through the development, implementation, monitoring and revision of policy and procedures.
2. Ensuring that adequate funds are budgeted for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee safety training, and maintenance of tools and equipment.
3. Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.
4. Maintaining an organizational commitment to accident prevention by expecting safe conduct on the part of all managers, supervisors, and employees.
5. Holding all levels of management and employees accountable for accident prevention and safety.
6. Reviewing all accident investigations to determine corrective action.

Managers and Supervisors play a key role in the prevention of accidents on the job. In order to identify and evaluate workplace hazards managers and supervisors will perform periodic inspections; because they have direct contact with the employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

1. Enforce all safety rules in the Manual and ensure safe work procedures.
2. Verify corrective action has been taken regarding safety hazards and accident investigations.
3. Conduct documented inspections of the school sites quarterly to identify and correct unsafe actions and conditions that could cause accidents.

4. Act as a leader in school safety policy and setting a good example by following all safety rules.
5. Become familiar with local, state, and federal safety regulations.
6. Correct unsafe acts and conditions that could cause accidents.
7. Communicate with all employees about safety and accident prevention activities.
8. Correct the cause of any accident as soon as possible.
9. Ascertain that proper first aid and firefighting equipment is maintained and used when conditions warrant its use.
10. Maintain good housekeeping conditions at all times.
11. Investigate all injuries and accidents to determine their cause and potential corrective action.
12. Ascertain that all injuries involving our employees that require medical attention are properly treated and promptly reported to the office.

The Executive Director or designee acts as a safety resource for the company and is responsible for maintaining program records. The Executive Director is currently responsible for this role. The Safety Coordinator will also be our primary person to deal with outside agencies regarding the safety program and its contents. Additional duties include:

1. Coordinate all loss prevention activities as a representative of management.
2. Act as a consultant to management in the implementation and administration of the policies set forth in this Manual.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
4. Review all accident reports to determine cause and preventability.
5. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems and help solve them.
6. Consult with representatives of our insurance companies in order that their loss control services will support the Manual and conduct biannual audits of our Risk Assessment.

7. Review Workers' Compensation Claims and help supply the insurance carrier with information about injured employees in order to keep loss reserves as low as possible.

Every employee is responsible for working safely, both for self-protection and for protection of fellow workers. Employees must also support all company safety efforts. Specific employee safety responsibilities include:

1. If you are unsure how to do any task safely, ask your supervisor.
2. Read and abide by all requirements of this Manual.
3. Report all accidents and injuries, no matter how minor, to your supervisor immediately.
4. Report any safety hazards or defective equipment immediately to your supervisor.
5. Never possess, or be under the influence of, alcohol or controlled substances while on the premises.
6. Never engage in horseplay or fighting.
7. Participate in, and actively support, the safety program.

## Office Safety

Office accidents can and do happen. To prevent them, CWCS has developed the following rules for our office staff. We will also endeavor to include office employees in periodic safety meetings. If at any time, you feel there is a safety hazard, or you have any safety concerns, please do not hesitate to notify the Executive Director.

1. Report all accidents and injuries, no matter how minor, to your Supervisor immediately.
2. Correct or report any safety hazards that you observe.
3. Clean up any spilled material that may present a slipping hazard.
4. Do not stretch any cords across aisles that may present a tripping hazard.
5. No one is allowed to climb on shelves or stand on chairs; you must use a step stool or ladder.
6. Keep all legs of the chair on the floor. Do not tilt chairs too far back.
7. No one shall be in the possession of, or under the influence of, alcohol or other intoxicating substances while on the premises.
8. No horseplay will be tolerated.
9. Close file drawers when not in use.
10. Do not open more than one file drawer at a time. This could cause the cabinet to tip.
11. Do not store heavy objects above your head that could fall on you in an earthquake.
12. Do not store flammable or combustible materials near heaters or other heat sources.
13. If you are unsure how to do any task safely, ask your supervisor.
14. Do not operate any equipment you are not trained and authorized to use.
15. Always follow safe lifting procedures when lifting any object and get help for heavy loads by doing the following:
  - Bend your knees, not your back.
  - Keep the load close to body.
  - Keep your back straight.
  - Lift with your legs.

- Do not lift and twist.

## Office Ergonomics

Studies have shown over the years that poorly designed and arranged work areas and repetitive motions can lead to a variety of injuries including carpal tunnel syndrome and tendonitis, which are often referred to as repetitive motion injuries (“RMI”). As with cancer, heart disease, and many other ailments, there are risk factors that increase an individual’s likelihood of developing RMI. If the risk factors are reduced, so are the chances of being injured. While some of these risk factors, such as family history, cannot be controlled in the employment setting, many can, including:

- The force used to perform a task;
- Posture while performing tasks;
- The number of repetitions performed in a given time period; and
- Mechanical stresses such as hard surfaces.

### Proper Adjustments to Office Equipment

The most significant RMI risk factor in office environments is poor body posture caused by improper workstation design or layout. In many cases employees are required to work in awkward positions for long periods of time. This greatly increases the likelihood of injury. Fortunately, this is often the easiest problem to correct. The goal is to perform work in neutral posture as much as possible. Neutral posture is best described as the most comfortable position and usually involves little or no twisting or deviation of the joints.

Sedentary employees are encouraged to contact Personnel to ensure that their workstations allow for neutral posture, with respect to the position of the employee’s chair, computer keyboard, desk, computer monitor, and work product.

## Hazardous Materials and Chemicals Communication Program

It is the policy of CWCS that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that materials which have been prohibited from use at public schools are not used at our school sites, and to ensure that all employees receive adequate information about the possible hazards that may result from the various materials found in our facility or used in our operations. This Hazard Communication Program will be monitored by the Executive Director or designee, who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

The following are a few of the common materials regulated by the program:<sup>1</sup>

- Asbestos-containing materials;
- Lead-containing materials;
- Pesticides, including antimicrobial sanitizers and disinfectants;
- Cleaning products and air purifiers; and
- Art supplies.

### Hazardous Material Inventory

The Executive Director maintains a list of all hazardous materials used in our operations or present in our facility. This list contains the name of the product, the type of product (cleaner, disinfectant, solvent, adhesive etc.) and the name and address of the manufacturer. Any toxic chemicals that are prohibited from use at a public school shall be removed from the inventory. Examples of such chemicals are certain pesticides and art supplies.

### Safety Data Sheets ("SDS")

Copies of SDS for all hazardous substances to which our employees may be exposed will be kept in a binder in the office at 12420 Bentley Street, Waterford, CA 95386. These SDS are available to all employees, at any reasonable time, upon request. Further questions or information about the SDS of a product may be asked of the Executive Director or designee at any time. Copies of the most commonly used products will also be kept by the Supervisor at the work site available to all employees.

The Executive Director or designee will be responsible for reviewing incoming SDS for new and significant health/safety information. If new or revised SDS indicates significant increase in risk or protection measure they will ensure that any new information is passed on to the affected employees within 30 days.

---

<sup>1</sup>Please note that the following items are not included in the program: foods, drugs, cosmetics or tobacco; untreated wood products; hazardous waste; and certain consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

The Executive Director or designee will also review all incoming SDS for completeness. If an SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer within 7 days. The California Occupational Safety and Health Administration ("Cal/OSHA") will be notified if a complete SDS is not received and the manufacturer will not supply one within 25 days.

New materials will not be introduced into the shop or field until a SDS has been received. The purchasing department will make it an ongoing part of their function to obtain SDS for all new materials when they are first ordered.

### Container Labeling

The Executive Director or Designee will ensure that all containers of hazardous substances are correctly labeled and the label is legible.

The label must contain:

- The chemical name of the contents;
- The appropriate hazard warnings; and
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

### Employee Information and Training

All employees will be provided information and training on Integrated Pest Management in accordance with the Healthy Schools Act of 2000. Employees will receive additional training when a new hazard is introduced into the workplace or whenever employees might be exposed to hazards at another employer's work site or upon transfer to a new position where they will be exposed to hazardous chemicals.

Employee training will provide information on the following:

1. The requirements of the hazard communication regulation, including the employees' rights under the regulation
2. The location and availability of the written hazard communication program
3. Any operation in their work area, including non-routine tasks, where hazardous substances or Proposition 65 carcinogens/reproductive toxins are present and exposures are likely to occur
4. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area
5. Protective practices the company has taken to minimize or prevent exposure to these substances
6. How to read labels and review SDSs to obtain hazard information



7. Physical and health effects of the hazardous substances
8. Symptoms of overexposure
9. Measures employees need to put into practice to reduce or prevent exposure to these hazardous substances by engineering controls, work practices, and use of personal protective equipment
10. Emergency and first-aid procedures to follow if employees are exposed to hazardous substances
11. The location and interpretation, if needed, of warning signs or placards to communicate that a chemical known to cause cancer or reproductive toxicity is used in the workplace

### Proposition 65 Warnings

The Executive Director or designee is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.

### Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include:

- The specific hazards;
- Protective/safety measures which must be utilized; and
- The measures the organization has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.
- Employees will be provided information on new or revised SDSs if there is significant increase in risk or need for protection.

### Labeled/Unlabeled Pipes (If Applicable)

Above-ground pipes transporting hazardous substances (gases, vapors, liquids, semi-liquids, or plastics) shall be identified in accordance with T8 CCR, Section 3321, "Identification of Piping."

Other above-ground pipes that do not contain hazardous substances but may have associated hazards if disturbed or cut (e.g., steam lines, oxygen lines) shall be addressed as follows:

Before employees enter the area and initiate work, the supervisor will inform them of:

- The location of the pipe or piping system or other known safety hazard
- The substance in the pipe

- Potential hazards
- Safety precautions

### Informing Outside Contractors and Vendors

To ensure that outside contractors work safely in our site and to protect our employees from chemicals used by outside contractors, the supervisor of the site is responsible for giving and receiving the following information from contractors:

1. Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace (To this end, we will provide contractors with information on our labeling system and access to SDSs.)
2. Precautions and protective measures the employees may take to minimize the possibility of exposure
3. It is the responsibility of location supervisor to identify and obtain SDSs for the chemicals the contractor is bringing into the workplace.

### Employee Rights Under the Hazard Communication Standard

At any reasonable time, an employee has the right, upon request, to:

- Access the SDS folder, and the Hazard Communication Program;
- Receive a copy of any environmental sampling data collected in the workplace; and
- See his/her employment medical records.
- All temporary employees will be treated as employees with regards to hazard communication.

## Hazard Identification and Evaluation

The following procedures are to assist in the identification and correction of hazards. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized and potential hazards in the workplace. As new hazards are identified and improved work procedures developed, they will be promptly incorporated into our Safety Manual.

### Loss Analysis

Periodic loss analyses will be conducted by the Executive Director or designee. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

### Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

### Employee Suggestions

Employees are encouraged to report any hazard they observe to Personnel. No employee of CWCS will ever be disciplined or discharged for reporting any workplace hazard or unsafe condition in good faith. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

### Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Executive Director.

### Outside Agencies

Several organizations may assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal/OSHA Consultation.

### Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of

the work habits of employees in all work areas. These inspections will be conducted by the Executive Director or other designated individual.

Periodic safety inspections will be conducted:

- When new substances, process, procedures or equipment are used;
- When new or previously unrecognized hazards are identified; and
- Periodically by the Safety Coordinator.

#### Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed;
- The name and title of person who performed the inspection;
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them; and
- Signature of the person who performed the inspection.

All reports shall be kept on file for a minimum of two (2) years.

## Hazard Correction

The following procedures will be used to evaluate, prioritize and correct identified safety hazards. Hazards will be corrected in order of priority, with the most serious hazards being corrected first.

### Hazard Evaluation

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:

Factors that will be considered when evaluating hazards include:

- Potential severity (the potential for serious injury, illness or fatality);
- Likelihood of exposure (the probability of the employee coming into contact with the hazard);
- Frequency of exposure (how often employees come into contact with the hazard);
- Number of employees exposed;
- Possible corrective actions (what can be done to minimize or eliminate the hazard); and
- Time necessary to correct (the time necessary to minimize or eliminate the hazard).
- When an imminent hazard exists which 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

### Techniques for Correcting Hazards

1. **Engineering Controls:** Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. **Administrative Controls:** The next most desirable method would include rotation of employees or limiting exposure time.
3. **Personal Protective Equipment:** Includes hard hats, hearing protection, respirators and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

### Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report;
- Safety Meeting Report;
- Memorandum or letter; or
- Safety inspection form.

All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.

## Bloodborne Pathogen Exposure

The Executive Director, or designee, shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Executive Director, or designee, shall establish a written "Exposure Control Plan" designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

An exposure incident is any contact of blood or OPIM's with non-intact skin or mucous membranes. Any employee having an exposure incident shall contact their supervisor. All employees who have an exposure incident will be offered a confidential post-exposure evaluation and follow-up in accordance with the OSHA standard. This includes a visit to a physician selected by the employer and an opportunity to receive the Hepatitis B vaccine as appropriate. The health care professional's written opinion will be provided to the employee within 15 days of the evaluation.

The Executive Director or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with CWCS's "Exposure Control Plan," employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered hepatitis B vaccination.

The Executive Director, or designee, may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in CWCS's exposure determination may petition to be included in CWCS's employee in-service training and hepatitis B vaccination program. Any such petition should be submitted to the Executive Director, or designee, who shall evaluate the request and notify the petitioners of his/her decision. The Human Resource Assistant, or designee, may deny a request when there is no reasonable anticipation of contact with infectious material.

## Safety Communication

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to CWCS.

The following are some of the safety communication methods that may be used:

1. Periodic safety meetings with employees that encourage participation and open, two-way communication.
1. New employee safety orientation and provision of the Code of Safe Practices.
1. Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
1. Written communications from management or the Safety Coordinator, including memos, postings, payroll stuffers, and newsletters.
1. Anonymous safety suggestion program.

Employees will be kept advised of highlights and changes relating to the safety program. Management shall relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to the Human Resource Assistant.

All employees are encouraged to bring any safety concerns they may have to the attention of management. CWCS will not discriminate against any employee for raising safety issues or concerns.

CWCS also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notification to the following address:

ATTN: EXECUTIVE DIRECTOR  
CONNECTING WATERS CHARTER SCHOOLS  
12420 Bentley Street, Waterford, CA 95386  
Phone: (209) 874-1119 Ext. 6



Fax: (209) 874-9531

## Employee Safety Training

CWCS is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Such training provides the following benefits:

- Makes employees aware of job hazards;
- Teaches employees to perform jobs safely;
- Promotes two (2) way communication;
- Encourages safety suggestions;
- Creates interest in the safety program; and
- Fulfills Cal/OSHA requirements.

Every new employee will be given instruction by his/her Supervisor in the general safety requirements of their job. A copy of our Code of Safe Practices shall also be provided to each employee.

Managers, Supervisors, and employees will be trained at least twice per year on various accident prevention topics.

Employee training will be provided at the following times:

1. When the IIPP is first established
2. All new employees will receive a safety orientation their first day on the job.
3. All new employees will be given a copy of this Manual (which includes our Code of Safe Practices) and will be required to read and sign for it.
4. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
5. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
6. Whenever CWCS is made aware of a new or previously unrecognized hazard.
7. Whenever management believes that additional training is necessary.

8. After all serious accidents.
9. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibility;
- General safety rules;
- Code of Safe Practices;
- Safe job procedures;
- Ergonomics;
- Use of safety equipment;
- Emergency procedures;
- Safe lifting and material handling practices; and
- Contents of safety program

The following training method should be used:

- **Tell them** how to do the job safely;
- **Show them** how to do the job safely;
- **Have them tell you** how to do the job safely;
- **Have them show you** how to do the job safely; and
- **Follow up** to ensure they are still performing the job safely.

Actual demonstrations of the proper way to perform a task are very helpful in most cases.

Documentation of safety and health training, behavioral reinforcement, correction for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded

## Emergency Medical Services and First Aid

CWCS will ensure the availability of emergency medical services for its employees at all times. We will also ensure the availability of a suitable number of appropriately trained persons to render first aid. The Executive Director will maintain a list of trained individuals and take steps to provide training for those that desire it.

### First-Aid Kits

Every work site shall have access to at least one first-aid kit in a weatherproof container. The first-aid kit will be inspected regularly to ensure that it is well stocked, in sanitary condition, and any used items are promptly replaced. The contents of the first-aid kit shall be arranged to be quickly found and remain sanitary. First-aid dressings shall be sterile and in individually sealed packages.

At a minimum, the following first-aid supplies shall be kept:

### **Type of Supply Required by Number of Employees**

<b>Type of Supplies</b>	<b>Number of Employees</b>			
	<b>1-5</b>	<b>6-15</b>	<b>16-200</b>	<b>200+</b>
Adhesive dressings	X	X	X	X
Adhesive tape rolls, 1-inch wide	X	X	X	X
Eye dressing packet	X	X	X	X
1-inch gauze bandage roll or compress		X	X	X
2-inch gauze bandage roll or compress	X	X	X	X
4-inch gauze bandage roll or compress		X	X	X
Sterile gauze pads, 2-inch square	X	X	X	X
Sterile gauze pads, 4-inch square	X	X	X	X
Sterile surgical pads suitable for pressure dressings			X	X
Triangular bandages	X	X	X	X
Safety pins	X	X	X	X
Tweezers and scissors	X	X	X	X
Cotton-tipped applicators*			X	X
Forceps*			X	X
Emesis basin*			X	X
Flashlight*			X	X
Magnifying glass*			X	X
Portable oxygen and its breathing equipment*				X
Tongue depressors*				X
Appropriate record forms*	X	X	X	X
First-aid textbook, manual or equivalent*	X	X	X	X

*\*To be readily available but not necessarily within the first-aid kit.*

Drugs, antiseptics, eye irrigation solutions, inhalants, medicines, or proprietary preparations shall not be included in CWCS first-aid kits unless specifically approved, in writing, by an employer-authorized, licensed physician. Other supplies and equipment, if provided, shall be in accordance with the documented recommendations of an employer-authorized licensed physician upon consideration of the extent and type of emergency care to be given based upon the anticipated incidence and nature of injuries and illnesses and availability of transportation to medical care.

### First Aid

The designated first aid person on each site will be available at all times to render appropriate first aid for injuries and illnesses. Proper equipment for the prompt transportation of the injured or ill person to a physician or hospital where emergency care is provided, or an effective communication system for contacting hospitals or other emergency medical facilities, physicians, ambulance and fire services, shall also be furnished. The telephone numbers of the following emergency services in the area shall be posted near the job telephone, or otherwise made available to the employees where no job site telephone exists:

1. A company authorized physician or medical clinic, and at least one alternate if available;
2. Hospitals;
3. Ambulance services; and
4. Fire-protection services.

Prior to the commencement of work at any site, the Supervisor or Manager shall locate the nearest preferred medical facility and establish that transportation or communication methods are available in the event of an employee injury.

Each employee shall be informed of the procedures to follow in case of injury or illness through our new employee orientation program, Code of Safe Practices, and safety meetings.

Where the eyes or body of any person may be exposed to injurious or corrosive materials, suitable facilities for drenching the body or flushing the eyes with clean water shall be conspicuously and readily accessible.

### Accident Procedures

These procedures are to be followed in the event of an employee injury in the course of employment.

- 1. For severe accidents call 911 and request the Paramedics.**
- 2. Employees must report all work-related injuries to their Supervisor immediately, even if**

**they do not feel that it requires medical attention.** Failure to do so may delay Workers' Compensation benefits, and the employee may face disciplinary action.

3. The Supervisor, employee, and first aid person should determine whether or not outside medical attention is needed. When uncertainty exists on the part of any individual, the employee should be sent for professional medical care.
4. If medical attention is not desired or the employee refuses treatment, you must still fill out a CWCS Accident Report in case complications arise later.
5. In all cases, if the employee cannot transport himself or herself for any reason, transportation should be provided.
6. In the event of a serious accident involving hospitalization for more than twenty-four (24) hours, amputation, permanent disfigurement, loss of consciousness or death, phone contact should be made with the office at (209) 874-1119 Ext. 6. Contact must also be made with the nearest Cal/OSHA office within eight (8) hours.

## Accident Investigation

The Executive Director, Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and “near accidents,” as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations.

### Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Executive Director, Supervisor, Manager, or other designated individual shall conduct an investigation. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence, not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

### The Purpose of Accident Investigations

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two factors.
- To identify training needs. This makes training more effective by focusing on factors that are most likely to cause accidents.

### What Types of Incidents Do We Investigate?

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

### Procedures for Investigation of Accidents

Immediately upon being notified of an accident the Executive Director, Supervisor, Manager, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed.
2. Provide for needed first aid or medical services for the injured employee(s).
3. If possible, interview the injured worker at the scene of the accident and verbally “walk”

him or her through a re-enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not actually witness it.

4. Report the accident to the office at: (209) 874-1119 Ext. 6. Accidents will be reported by the office to the insurance carrier within twenty-four (24) hours. All serious accidents will be reported to the carrier as soon as possible.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams and photos as needed. Take measurements when appropriate.
7. All accidents involving death, disfigurement, amputation, loss of consciousness or hospitalization for more than twenty-four (24) hours must be reported to Cal/OSHA immediately.
8. Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
9. Every investigation must also include an action plan that includes an assessment of how such accidents can be prevented in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

#### Accurate & Prompt Investigations

- Ensures information is available
- Causes can be quickly corrected
- Helps identify all contributing factors
- Reflects management concern
- Reduces chance of recurrence

#### Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions



## Questions to Ask

When investigating accidents, asking open-ended questions beginning with “who,” “what,” “when,” “where,” “why,” and “how” will provide more information than closed-ended questions such as, “Were you wearing gloves?”

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

**The single, most important question that must be answered as the result of any investigation is: “What do you recommend be done (or have you done) to prevent this type of incident from recurring?”**

## Once the Accident Investigation is Completed

- Take or recommend corrective action.
- Document corrective action.
- Management and the Safety Coordinator will review the results of all investigations.
- Consider safety program modifications.
- Information obtained through accident investigations can be used to update and improve our current program.
-

## Enforcement of Safety Policies

The compliance of all employees with CWCS's Safety Manual and IIPP is mandatory and shall be considered a condition of employment.

### Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by CWCS safety policies.

### Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

### Disciplinary Action

The failure of an employee to adhere to safety policies and procedures established by CWCS can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and wellbeing of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the organization's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as its occurrence, is considered a serious violation of the organization's safety policies. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with CWCS's Employee Handbook.

## Employee Access to This Program

Access to the Injury and Illness Prevention Program for Connecting Waters Charter Schools will be guaranteed to all employees (or a designated representative's). Employees will be given the right and opportunity to examine and to receive a copy of this program. A printed (or electronic if requested) copy of the program will be provided no later than five business days from receipt of any valid request. In addition to written requests, Connecting Waters Charter Schools will provide access to the program on the company server or website.

## APPENDIX A

### Vaccination Declination Form

EMPLOYEE NAME: \_\_\_\_\_

**By signing below, I acknowledge the following:**

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, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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

**APPENDIX B**

**Employee Safety Contact Report**

Work site: \_\_\_\_\_ Manager / Supervisor: \_\_\_\_\_

Employee name \_\_\_\_\_ Date \_\_\_\_\_

Job title \_\_\_\_\_

Safety concern:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective action:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Employee

Signed \_\_\_\_\_  
Manager / Supervisor

## **Bloodborne Pathogens Exposure Control Plan**

Employees are encouraged to read and are required to follow the guidelines and procedures set forth in this plan. Questions regarding the contents of this plan should be brought to the attention of your immediate supervisor. In accordance with the CCR, Title 8, Section 5193, the following exposure control plan has been developed:

### **A. Purpose**

The Bloodborne Pathogens Exposure Program is to reduce occupational exposure to bloodborne pathogens.

### **B. Exposure Determination**

Designated employees that may come into contact with human blood or other potentially infectious materials (OPIM) include all staff at Resource Center campuses and those who may use the campus on an occasional basis to meet with students.

### **C. Methods of Compliance**

Universal Precautions will be utilized in the handling of all human blood and OPIM's.

### **D. Engineering Controls**

1. Hand washing facilities are located and readily accessible to all employees who have the potential for exposure.
2. Employees will wash their hands and any other exposed skin with soap and water immediately or as soon as possible after contact with blood or OPIM, for 15 seconds, in a manner causing friction on both inner and outer surfaces of the hands.
3. Employees will be provided with antiseptic hand cleaner and paper towels when hand washing is not feasible. However, hand washing must still take place as soon as possible after exposure.
4. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is the potential for exposure to bloodborne pathogens.
5. If professional medical attention is required, a local ambulance will be the first choice; a personal car will be the second. If a personal car is taken, impervious material should be used to prevent contamination of the vehicle.

6. New employees or employee being transferred to other sections will receive training about any potential exposure from the section manager.

## **E. Personal Protective Equipment**

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or OPIM. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use.

## **F. Disposal of Contaminated Items and Communication of Hazard**

1. Employees must:
  - a. use Re-Juv-Nal to disinfect any blood or OPIM.
  - b. apply the Re-Juv-Nal disinfectant with single-use gloves and allow to sit for 10 minutes.
  - c. place any single-use gloves that have been contaminated in a biohazard garbage bag and cover.
  - d. dispose of the bag in accordance with applicable state, federal and local laws.
2. If needed..Employees will be warned of biohazard bags by labels attached to the disposal bags. Labels used will be orange-red and marked with the word *BIOHAZARD* or the biohazard symbol.

## **G. Housekeeping**

*Maintaining our work areas in a clean and sanitary condition is an important part of Connecting Waters Charter Schools Bloodborne Pathogens Compliance Program. Employees must decontaminate working surfaces and equipment with an appropriate disinfectant after completing procedures involving blood or OPIM. All equipment, environmental surfaces and work surfaces shall be decontaminated immediately or as soon as feasible after contamination.*

1. Employees must clean and disinfect when surfaces become contaminated and after any spill of blood or OPIM.
2. Working surfaces and equipment will be routinely cleaned, disinfected and maintain.
3. Potentially contaminated broken glass will be picked up using mechanical means, such as dustpan and brush, tongs, etc.
4. CWCS uses universal precautions for handling of all soiled laundry.
5. Laundry contaminated with blood or OPIM will be disposed of.

## **H. Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-Up**

Connecting Waters Charter Schools shall make available within 10 days of possible exposure the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure.

An exposure incident is any contact of blood or OPIM's with non-intact skin or mucous membranes. Any employee having an exposure incident shall contact their immediate supervisor who will contact the Executive Director immediately. All employees who have an exposure incident will be offered a confidential post-exposure evaluation and follow-up in accordance with the OSHA standard. This includes a visit to a physician selected by the employer. The health care professional written opinion will be provided to the employee within 15 days of the evaluation.

## **I. Training**

Training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- a. A copy of the standard and an explanation of its contents;
- b. A discussion of the epidemiology and symptoms of bloodborne diseases;
- c. An explanation of the modes of transmission of bloodborne pathogens;
- d. An explanation of the CWCS Bloodborne Pathogen Exposure Control Plan and a method for obtaining a copy;
- e. The recognition of tasks that may involve exposure;
- f. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment;
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE;
- h. An explanation of the basis of selections of PPE;
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge;
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- k. An explanation of the procedures to follow if an exposure incident occurs, including the method or reporting and medical follow-up;
- l. Information on the evaluation and follow-up required after an employee exposure incident;
- m. An explanation of the signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.



## **J. Recordkeeping**

Medical records shall be maintained in accordance with OSHA Standards. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years.

### **Post-Exposure Evaluation And Follow-Up**

CWCS realizes the importance of the follow-up and evaluation of HBV, HCV, and HIV exposure incidents. CWCS shall, therefore, follow precisely the regulation as stated below:

1. Following a report of an exposure incident, the employer shall immediately make available to the exposed employee, a confidential medical evaluation and follow-up, including at least the following elements:
  - a) Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
  - b) Identification and documentation of the source individual, unless the employer can establish that identification is feasible or prohibited by state or local law.
    - 1) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV, and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
    - 2) When the source individual is already known to be infected with HBV, HCV, or HIV, status need not be repeated.
    - 3) Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
  - c) Collection and testing of blood for HBV, HCV, and HIV serological status.
    - 1) The exposed employee's blood shall be collected as soon as feasible and

tested after consent is obtained.

- 2) If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be performed as soon as feasible.
- 3) Additional collection and testing shall be made available as recommended by the U.S. Public Health Service.
- d) Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- e) Counseling.
- f) Evaluation of reported illnesses.

Counseling and evaluation of reported illnesses is not dependent on the employee's electing to have baseline HBV, HCV, and HIV serological testing.

## 2. Information Provided to the Health Care Professional

- a) The employer shall ensure that the **health care professional responsible** for the employee's Hepatitis B vaccination is provided a copy of the regulation(s).
- b) The employer shall ensure that the health care professional evaluating an employee after an exposure incident is provided the following information:
  - 1) A copy of this regulation.
  - 2) A description of the exposed employee's duties as they relate to the exposure incident.
  - 3) Documentation of the route(s) of exposure and circumstances under which exposure occurred, as required by Subsection (f)(3)(A).
  - 4) Results of the source individual's blood testing, if available.
  - 5) All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain, as required by Subsection (h)(1)(B)2.
- c) Health care professional's written opinion:

- 1) The employer shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.
- 2) The health care professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
- 3) The health care professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
  - The employee has been informed of the results of the evaluation.
  - The employee has been informed of any medical conditions resulting from exposure to blood or other potentially infectious materials, which require further evaluation or treatment.
- d) All other findings or diagnoses shall remain confidential and shall not be included in the written report.

#### **Exposure Incidents Recorded on OSHA 300 Log**

1. A work-related injury that involves loss of consciousness, transfer to another job, or restriction of work or motion.
2. An incident that results in recommendation of medical treatment beyond first aid (e.g., gamma globulin, hepatitis B immune globulin, hepatitis B vaccine, or zidovudine), even if treatment is declined.
3. An incident that results in seroconversion, but not the serological status of the employee.

#### **Communication Of Hazards To Employees**

##### Labels and Signs

1. Warning labels shall be placed on refrigerators and freezers containing blood or other potentially infectious materials.
2. Labels shall comply with Title 8, Section 6004 and Health and Safety Code Sections 25080-25082.
3. Labels concerning bio-hazardous waste are covered in Health and Safety Code, Sections

25080-25082. Color coding is described in Title 8, Section 6003.

4. CWCS shall post signs at the entrance to work areas as described in the regulation.

### **Hepatitis B Vaccination**

1. CWCS shall make the Hepatitis B vaccination series available to all employees with risk of occupational exposure. In addition, a post-exposure evaluation and follow-up shall be made available to all employees who are exposed to the Hepatitis B Virus (HBV).
2. The employee will contact the Executive Director or designee for any of these services.
3. CWCS shall follow the regulations as stated in CCR, Title 8, Section 5193 concerning the management of the vaccination and follow-up programs.
4. The vaccination and post-exposure evaluation and follow-up including prophylaxis will be:
  - available at no cost to the employee;
  - available at a reasonable time and place;
  - under the supervision of a licensed physician or another licensed health care worker;
  - provided according to the recommendations of the USPHS (\* please see below); and
  - an accredited laboratory shall conduct all lab tests.

A vaccine will be made available after an employee has received required training, within 10 working days of initial assignment. Employees must sign a declination form if they choose not to be vaccinated, but may opt later to receive the vaccine at no cost to the employee.

Pre-vaccination screening for antibody status is not required as a condition of receiving the vaccine. An employee may decline the pre-screening, and CWCS will still make the vaccination series available to the employee. If the series is not completed, the vaccine will continue to be available, even if the series must be repeated. Should routine booster doses later be recommended by the USPHS, employees must be offered them. At the time of this plan, the possible need for routine booster doses is still being assessed by the USPHS. There is no current requirement to provide boosters, except for post-exposure prophylaxis.

\* *The medical treatment for bloodborne pathogens changes over time. CDC is the USPHS agency responsible for issuing guidelines and making recommendations regarding infectious agents. OSHA shall accept the CDC guidelines current at the time of the evaluation or procedure.*