TOWN OF HILLSBOROUGH
PERSONNEL POLICY

POLICY 115 LAST REVISED 8/1/08

SUBJECT: EXPOSURE CONTROL PLAN

PURPOSE: It is the policy of the Town to protect the health and safety of employees through the establishment and enforcement of this exposure control plan which, in conjuction with departmental policies, will assist in eliminating or minimizing occupational exposure to bloodborne pathogens.

STATEMENT OF POLICY:

Identification of Employees
It can be reasonably anticipated that employees in the following job classifications will have exposure to blood or other potentially infectious materials during the course of performing regularly assigned job duties, and the provisions of this procedure apply to all employees in these classifications:

All sworn Fire personnel
All sworn and non-sworn Police personnel
Maintenance Worker I/II's
Maintenance Leadworkers
Craftsworker
Public Works Inspector
Public Works Supervisors
Assistant Superintendent
Superintendent
City Engineer

If it is determined that employees in other job classifications may be assigned duties which could reasonably be expected to expose them to bloodborne or other potentially infectious materials, the job classification may be added as a position to be covered by the provisions of this procedure.

Engineering Controls and Work Practice Requirements
Universal precautions will be observed by all Town employees to prevent contact with blood or other infectious material. Employees will treat all human blood and other potentially infectious materials as if they were known to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV) or other bloodborne

pathogens.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. Supplies of personal protective equipment will be maintained by the individual departments as determined by the Department Heads. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.

- The Town will provide personal protective equipment which must be used by employees to protect against contact with blood or other potentially infectious materials.

- Department Heads are responsible for ensuring that all personal protective equipment used will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Employees will be issued personal protective equipment upon appointment and upon the introduction of new procedures. Personal protective equipment shall be maintained, cleaned, replaced and disposed at the Town's expense. Reasonable accommodations to provide hypoallergenic personal protective equipment shall be made when requested.

Hepatitis B Vaccination Program

Hepatitis B vaccination shall be made available to all occupationally exposed employees at the expense of the Town. Acceptance of the vaccination is voluntary. Employees shall be offered the option of being vaccinated within ten working days of their initial assignment.

All employees who decline the Hepatitis B vaccination shall sign a Cal/OSHA required waiver indicating their refusal. Employees who initially decline vaccinations can elect at anytime during employment to receive vaccinations.

Vaccination services shall be provided during working hours and employees will be provided with transportation to vaccination service sites if not available at the employee's work site. Vaccinations shall be administered by a medical professional and accredited laboratories shall conduct laboratory tests.

The City Manager's office is in charge of the Hepatitis B vaccination program.

Booster shots shall be provided as recommended by medical professionals, approximately every 5-7 years.

Last revision 7/31/01