

Contract Employee Safety Manual **For** **Skills, Inc.**

Community Based Contracts and Production Employees



**SAFETY MANUAL
PROGRAM INTRODUCTION**

PURPOSE: To introduce the Skills, Inc. Safety Program. Our safety program is designed to assure that everyone employed by our facility is safe and have healthy working conditions.

SAFETY COMMITTEE AND SAFETY MEETINGS: A Safety Committee comprised of Staff and client representative meets quarterly. This committee is responsible for evaluating safety standards for the facility. In addition, the Committee shall make suggestions for the removal of hazardous or unsafe working conditions, conduct a follow-up on all accidents, and take action or make recommendations to prevent reoccurrence of similar accidents. Any safety concerns should be reported to the Chairman of the committee- the Program Manager, the Executive Director and/or your immediate supervisor. An annual report is compiled by the Committee.

INSPECTIONS: The Executive Director will inspect the work site monthly for good housekeeping and safe working conditions. Any concerns will be reported to the contract site personnel.

SKILLS, INC. CONTRACT SITE: Skills' Executive Director shall be responsible for ensuring Skills personnel employed work and operate any equipment in a safe manner and:

1. That all job functions on the contracts have been assessed for Personal Protective Equipment (PPE), that personnel are trained upon being employed.
2. That proper PPE is in good condition, readily available, used in according with the PPE assessment and is properly maintained and stowed when not in use.
3. First-Aid Kits are readily available, properly maintained and replenished on a timely basis.
4. That all accidents or serious illnesses are verbally reported to the Skills' Administrative Department immediately upon occurrence and that a written report of the illness or accident be submitted to Skills, Inc. Program Manager and Finance Officer on the

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enclosed Accident/Serious Illness Report within 24 hours of occurrence.

5. That all employees/clients involved in accidents or injuries fill out the enclosed Employee's Description of Accident when accident/illness occurs or ASAP and is submitted to the Skills' Administrative Office.
6. That all accidents/injuries, requiring first aid or medical treatment are logged on the enclosed Skills Accidents/Serious Injury Log and Permission for Drug Testing form prior to submitting to the Administration Office. Further, that the Employee's Description of Accident and Supervisor's Accident Investigation Report are submitted to the Administrative Office.
7. That all emergency procedures and safety recommendations of the contract site are adhered to.
8. Paths of emergency exits are not blocked and are clutter free.
9. All electrical, propane powered or other equipment used by Skills' personnel is maintained in a safe operating condition.
10. Flammable and other supplies properly stored to prevent safety hazards, ease in determining availability and to prevent pilfering.

OSHA: The declared purpose of the federal policy is "To assure, so far as possible, every working man and woman in the Nation-safe and healthful working conditions and to preserve our human resources." Skills, Inc. adheres to the standards set by this act. It is our responsibility to furnish each employee and client a place of employment that is free from recognized hazards likely to cause death or physical harm. It is the worker's responsibility to comply with these safety and health standards and all rules and regulations set by this employer and applicable to his actions and conduct. All OSHA reports will be filed and posted as required.

SAFETY PLANS: Skills will maintain plans for each environmental condition that has the potential to effect the safety of employees and staff. Areas with hazards or potential hazards will be identified in the PPE assessment as further defined in this manual.

ADMINISTRATION: Will ensure that the Finance Officer receives and files all reports and other documents relating to accidents or injuries of Skills staff and clients. This documentation will be made available to the Safety Committee Chairperson for preparation of the annual safety/OSHA report. In addition, ensure that the enclosed North Carolina Industrial Commission and Employee's Report of Injury to Employees form is submitted for employees/clients who may be subject to workers compensation.

Occupational Exposure-no jobs at Skills, Inc. includes as a condition of employment exposure to blood pathogens beyond that of a normal workplace

Universal Precautions-routine Skills, Inc. operations are no different than what is found in any industrial environment. Contact with blood borne pathogens is not part of normal operations. Emergency situations that may result in possible contact should be dealt with as set forth in the section on Bloodborne Pathogens Exposure Control Plan, protection against occupational exposure.

Personnel Protective Equipment- Skills, Inc. provides and requires the use of latex gloves in the unlikely eventuality that there is body fluid spill or if routing first aid is administered. Emergencies that would require mask, gowns, mouth pieces or resuscitation bags would normally be handled by requesting emergency Medical Technician assistance (call **911**).

Schedule and Decontamination Procedure-Skills, Inc. does not in normal operations generate blood borne pathogen wastes, no schedule is required. Emergency situations will be dealt with as set forth in the section on Bloodborne Pathogens Exposure Control Plan.

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Warning Labels-Skills, Inc. does not in normal operations generate blood borne pathogen wastes, no labeling is required.

Training-Skills, Inc. will provide annual training on communicable disease control.

Record Keeping-during the Safety Committee review of injuries or accidents, further investigation will be made of any potential exposure.

SKILLS, INC.

PROGRAM MEDICAL SERVICES REFERENCE REFERRAL PLANS

PURPOSE: to publish Skills, Inc.'s plan for referring medical emergencies to appropriate care givers

ACTION: Report all accidents or serious illness to the nearest Skills staff. The Staff member receiving the report takes charge of the situation.

STEP 1: Survey the scene to determine any hazards to the victim or attending personnel and any visible cause for accident or illness.

If certified in first aid: do a primary survey and continue with the first aid.

If not certified: quickly determine the nature of injury such as abnormal breathing, hemorrhage, burns, fractures, open wounds, etc. Call for help from a staff member who is certified.

CAUTION: DO NOT MOVE A VICTIM UNTIL YOU ARE SURE OF HIS/HER CONDITION OR UNLESS VICTIM IS EXPOSED TO FURTHER DANGER.

STEP 2: Depending on the extent of the injury or illness, take one of the following courses of action:

- Call 911 for EMT/rescue squad services. Provide the location of the emergency (address, building, landmarks), the telephone number of the phone being used, your

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name, what happened, the number of victims, their conditions, and any help being given.

SKILLS, INC.

RESPONSIBILITIES SUPERVISORS

PURPOSE: Each Skills department has a supervisor whose responsibility includes maintaining a safe working environment for clients, customers, and other employees. The purpose of this policy is to guide them, teach safe work habits and enforce the safety rules and regulations.

WORK SKILLS INSTRUCTION: Supervisors must use caution in assigning individuals to tasks with inherent safety hazards. Workers operating tools or machinery must be given complete instructions and demonstrations. Operation of all power equipment will be performed by or supervised by trained personnel. Employees under the age of 18 will not be allowed to operate any power equipment.

TOOLS: All tools shall be kept in satisfactory working condition. Defective equipment shall be tagged with a red tag, unplugged, and assigned clients and employees be informed. A request for repairs should be submitted to the Executive Director immediately.

HAZARDOUS MATERIALS: Full precautions should be taken in the use of flammable or toxic material. They should be covered and properly stored when not in use. Supervisors shall continuously review all Material Safety Data Sheets applicable to their shop or work place. Clients or other employees shall be made aware of the hazards of materials present, the locations of Safety Data Sheets, and what personal protective equipment is required when coming in contact with or there is a probability that personnel may come in contact with it.

PERSONAL PROTECTIVE EQUIPMENT (PPE): Supervisors shall assess all areas to determine if any hazardous equipment, tools, or functions are present or are likely to be

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present. Report any findings to the Executive Director. Make sure all employees are trained, wearing and using the proper PPE assigned to them as defined in the Personnel Protective Equipment Hazard Assessment by Location and Tasks.

ACCIDENT REPORTING: Once immediate action is taken for an accident or illness, the incident must be reported to the Administration office so that necessary reporting can begin. In the event of a serious injury or death, the Executive Director should be informed as quickly as possible. In the absence of the Executive Director, the Finance Officer or Program Manager will be called and will take charge. Minor injuries can be treated in the office by staff who are designated caregivers. First Aid supplies are located in a cabinet in the production area, and in each Skills, Inc. vehicle.

All accidents shall be reported on the enclosed **Accident Report or Serious Illness Report**. The first staff member on the scene should obtain this form from the Trades Instructor or Administration office, complete it, and return to the Administration office within 24 hours. The supervisor of the person injured shall fill out the **Supervisor's Accident Investigation Report**. It is important to acquire names of witnesses and information from them. Inspect the injury if you can. The Administration office will send a copy to the Safety Committee where it is used as follow up and recommendations to prevent other similar accidents. The Safety Committee Chairperson signs off on the report and forwards it to the Executive Director. The Administration office (Finance Officer) completes the Workmen's Compensation form (NCIC Form No. 19), calls in the information to Worker's Comp. as indicated, files all materials and mails the required reports. In the event of a fatality, a report shall be made to OSHA within 8 hours. This report shall be submitted by the Finance Officer.

Have the employee fill out the **Employee's Description of Accident Report** ASAP or upon their return to work. **A Follow-up Report** is filled out by the Executive Director or Program Manager upon the return of the injured employee to determine if additional treatment was needed/acquired and any work activity restrictions applicable.

If outside medical attention was acquired, medical documentation must be turned in at this time. Medication given that may affect work safety must be noted. Make every effort to accommodate work activity restrictions and consult the Program Manager/Trades Instructor

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for modified work assignment as needed. Also, if an employee is out due to a serious illness, a doctor's note may be required stating that they are indeed able to resume work duties.

**PROCEDURE CHECKLIST FOR TRADES INSTRUCTOR/PROGRAM
MANAGER/SUPERVISORY STAFF:**

- make sure employees/clients use the proper PPE as defined for their particular job duties
- administer proper first aid when needed
- examine/look at injury if you can
- turn in accident/serious illness/incident reports ASAP or within 24 hrs. of knowledge of occurrence; use Accident or Serious Illness Report/Incident Report; fill out completely
- investigate; use Supervisor's Accident Investigation Report
- have employee/client fill out Employee's Description of Accident report
- use follow-up report to determine employee's status upon return/get any medical documentation; note any activity restrictions
- do not transport employees/clients for medical attention unless necessary; if emergency call 911. If not an emergency have employee/client transported home via public transportation or assist in making arrangements for someone to pick them up when possible
- No self-determination of a reportable accident (they are all reportable)

SKILLS, INC.

RESPONSIBILITIES EMPLOYEES **

PURPOSE: In order to maintain a healthy working environment everyone must be safety aware and obey Skill's/contract site rules and regulations. This policy establishes basic responsibilities for employees. Any questions concerning safety regulations should be directed to the Safety Committee and/or contract site personnel.

ACCIDENT REPORTING: All accidents or illnesses must be reported to the Executive Director or Skills' ADMIN. Office immediately. A major injury should be reported immediately. Accidents involving property but no injuries should also be reported to the Executive Director.

FIRE: The contract sites are equipped with smoke detectors. If you suspect fire, alert contract site personnel immediately or if alone, exit building immediately & call 911.

EVACUATION: An evacuation route may be posted in each room of the building. In case of a fire or when a fire alarm is sounded, everyone will evacuate the building as quickly as possible using the nearest safe exit. All personnel will report to the assembly area as directed by the contract site policy. **Familiarize yourself with the nearest exits according to where you are working.**

It is your responsibility as an employee to: **

1. **WORK SAFE** Most accidents are caused by an employee not paying attention to task or being in a hurry.
2. **Use the proper safety equipment (PPE)** assigned to you.
3. **Use the proper cleaning solution for the task and designated amount only**
4. **Report any accident to the Executive Director or Finance Officer immediately**
5. Receive First Aid if needed
6. Fill out Employee's Description of Accident Report ASAP
7. Call the Skills Admin. Office if you find you need to seek medical attention at a later date. **You must call.**
8. **You are to go to Urgent Care** (in front of Farm Fresh). You are instructed to go to this place for a work related injury. You cannot just show up at the Emergency Room at a later time if it is in fact not an emergency! If you wish to seek medical attention from your own personal doctor, you need to clear this Skills' Admin. Office first (333-3755). We will approve a doctor's referral for further medical treatment if needed.
9. Turn in any medical reports upon return. We must have documentation of your condition, i.e., if you need to be out of work/the program for a period of time, any activity restrictions, any medication received that might impair your ability to work safely.
10. In the event of an emergency situation, you may be transported to the Emergency Room.

Failure to follow these rules may result in disciplinary action.

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Please read and sign one copy to verify that you have received this notice and understand it. If you have any questions regarding these procedures please call Skills' Admin. Office 333-3755. Let us know if you have any safety concerns as well.

EMPLOYEE SIGN

CONTRACTEMPSAFEMAN.MSWORD

SKILLS, INC.

FIRST AID INFORMATION

PURPOSE: This policy establishes procedures for dealing with potential situations where routine and non-emergency first aid may be required.

MINOR INCIDENTS: Simple cuts and abrasions will be handled by a designated care giver if available. A first aid kit will be available to you for minor incidents. Notify Skills' Admin. Office of any depleted supplies. All incidents must be reported.

MAJOR INJURY: A major injury is any injury requiring immediate emergency measures. Seek help and/or call 911.

LIFE PRESERVING MEASURES: Only those staff members who have been certified for first aid by the American Red Cross or other approved certifying agency will administer life preserving measures such as rescue breathing, cardiopulmonary resuscitation, chest thrusts and actions required for other life threatening emergencies. Uncertified staff should survey the scene and immediately call for qualified help.

SKILLS, INC.

CHEMICAL HAZARDS

RIGHT TO KNOW

PURPOSE: To implement Skills' hazardous chemical reporting emergency planning and right to know program.

CHEMICAL LISTS: A wide variety of materials contain chemicals whose use is governed by laws. There are four general sets of chemicals defined as hazardous.

1. EPA's List of Extremely Hazardous Substances
2. Superfund List of Hazardous Substances
3. List of Toxic Chemicals
4. OSHA Hazardous Chemicals

HAZARDOUS CHEMICALS: The OSHA Hazardous Chemicals List include any material which may create a physical or health hazard.

1. Physical Hazards
 - combustible liquids
 - compressed gasses
 - explosives
 - flammables

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organic peroxides
oxidizers
pyrophorics
unstable or water reactives

2. Health Hazards

carcinogens
toxic agents
irritants
reproductive toxins
corrosives
sensitizers
hepatotoxins
neurotoxins
hematopoietic agents
agents which cause damage to mucous membranes

WORK PLACE HAZARDS: The list below includes chemicals commonly found at skills. Staff should be constantly aware of the hazards associated with working with the following materials.

acids
cleaning agents
degreasing agents
dusts
flammables
greases
inks
plastics
wood preservatives

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EXPOSURE TO CHEMICALS: Employees can be exposed to hazardous chemicals in the workplace without even being aware of it. Familiarity with the job and the materials used can lead to unnecessary exposure.

1. Inhalation - using chemicals in the work process may produce dust, vapors, or mist which can easily be inhaled. The sense of smell is not an adequate warning of danger or these substances may be odorless.
2. Ingestion - Chemicals can be dangerous even when ingested in small amounts. Serious injury is possible by eating, drinking, or smoking in the work place and not properly washing.
3. Absorption - Some chemicals may enter the body through cuts, scratches or even when in contact with the skin.

ACTION: Skills will not order or maintain a quantity of any chemical or material containing a chemical which is recorded in one of the above lists in a quantity greater than the Threshold Planning Quantity. Since over 500,000 chemicals and materials containing them are listed on the OSHA Hazardous Chemical List, Skills shall neither order nor maintain a quantity equal to or greater than 55 gallons or 500 pounds of any material except motor and heating fuel.

SUPERVISORS AND SAFETY COMMITTEE: All Supervisors and members of the Safety Committee should be watchful for violations of personal safety practices, deal with them immediately, and report them to the Executive Director.

SKILLS, INC.

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE: To publish action to be taken to comply with the OSHA Personal Protective equipment requirements.

BACKGROUND: On September 1, 1994, North Carolina adopted the Federal OSHA

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rules and regulations requiring that employees take action to comply with Personal Protective Equipment (PPE) program.

Skills, Inc . provides and requires the use of nitrile gloves in the unlikely event that there is body fluid spill or if routing first aid is administered. Emergencies that would require mask, gowns, mouth pieces or resuscitation bags would normally be handled by requesting Emergency Medical Technician assistance (**call 911**).

PPE REQUIREMENTS: As determined by SDS list & PPE Hazard Assessment. Safety glasses or regular prescription glasses with shields are required at all times. Employee will not be allowed to work without appropriate PPE. Safety glasses are issued upon employment free of charge. Dust masks, nitrile gloves are also required PPE for certain tasks. **See Personnel Protective Equipment Hazard Assessment by Location and Tasks – Appendix A**

COMPLIANCE REQUIREMENTS: The following actions are required:

1. Conduct hazard assessments of all workplaces to determine if hazards are present, or likely to be present, which would require the use of PPE. Assessment must be certified in writing with the proper PPE identified which is suitable for employees/clients protection from existing or potential hazards.
2. Any tools or equipment that is determined to be damaged or defective during the assessment must be tagged for discontinued use until repaired or removed from the workplace and disposed of properly.
3. Before being allowed to work in shop spaces or other locations which hazards or potential hazards have been identified, employees/clients must be trained and certified in writing that the training was conducted on the following:
 - a. Type of PPE required
 - b. Demonstration of use
 - c. Proper fit and adjustment of PPE
 - d. Limitations of PPE
 - e. When replacement of PPE is required due to wear or becoming unserviceable

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- f. Maintenance of PPE
 - g. Useful life of PPE
 - h. Proper stowage and disposal of PPE
4. Documentation of certified PPE assessments and employee/client training shall be retained for future references.

SAFETY COMMITTEE: All staff and members of the Safety Committee shall be watchful of violations of these rules and policies and take action to immediately correct them and report them to the Executive Director. In addition, the PPE program shall be reviewed and discussed at each quarterly safety meeting to determine if there are any other areas of Skills which should be assessed for hazards and PPE application. The Committee will schedule formal PPE training for all Skills employees on an annual basis.

EMERGENCY PROCEDURES

In emergency situations, contract personnel will take the same action as contract site employees. For fire, power outage, tornado, hurricane, bomb threat, winter storms, electrical storms: Follow the contract site facility plans and procedures. If you have any questions concerning continued operations, contact the Executive Director at Skills. (333-3755)

FIRE: In the event of fire exit immediately by the nearest exit. If you are at the building alone, find the nearest telephone outside of the building and call 911. Do not re-enter the building.

HURRICANE/STORMS: Hurricane and bad weather advisories are given well in advance of any danger from the storm. The Executive Director will monitor conditions and order employees home as indicated well in advance of any danger.

TORNADO: If a tornado is approaching do not attempt to leave the building; seek immediate shelter away from doorways and windows. Crouch on the floor beside or under

a weight supporting object such as desks or tables with your buttocks on the floor and your head and face protected by your arms and knees until all clear.

SKILLS, INC.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

It is the desire of Skills Inc. to make our workstations as safe and accident free as possible. It is with this desire information on bloodborne pathogens are offered to all Skills Inc. employees. Safety Committee chairpersons of each work site shall be the person responsible to coordinate this plan.

Following is a list of job classifications in which Skills employees have possible occupational exposure:

1. Janitorial Staff
 - a. Those employees that clean restrooms
 - b. Those employees that clean showers
 - c. Those employees that clean locker rooms
2. Job Coaches
 - a. These employees may assist in all Janitorial tasks
 - b. These employees may administer first aid and CPR

Following is a list of job classifications in which employees may have possible occupational exposure:

3. Program Managers/Project Managers
 - a. These employees may administer first aid and CPR
4. Production Supervisors/Custodial Supervisors
 - a. These employees may administer first aid and CPR
5. Administration Staff

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- a. These employees may administer first aid and CPR

Exposure means any contact with blood or body fluids through a needle stick injury or cut from contaminated material, contact with an open wound, non-intact skin, or mucous membrane while on the job. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials as well as all blood. Employees who fail to follow universal precautions may be disciplined.

Background: It is important to note that awareness, proper use of PPE and following procedures will prevent the spread of disease. Dealing with accidental or intentional spills of body fluids (vomitus, feces, urine, respiratory excretions, saliva and blood) is not a specific risk to an employee if reasonable precautions are observed. This section of the Safety Policy contains specific preventive measures that Skills' employees should use when and where there is possible occupational exposure.

While body fluids often contain various infectious bacteria and viruses, it is unusual for them to survive and cause an illness in others when ordinary hygiene and safety practices are implemented. A bacteria or virus must normally find its way into the body, in sufficient numbers, through a break in the skin, however small. You may even be unaware of such cracks in your skin, mouth, digestive, or nasal passage surfaces, and reproductive organs. The bacteria or viruses are too fragile to cause infection unless they are placed directly into the blood stream or people fail to wash their hands and place them in their mouth or contaminate food that they are eating. While this is unlikely to occur, it is important that all body fluid spills be regarded as potentially infectious. Many bacteria and viruses can be carried in the body without symptoms (Hepatitis A & B and HIV (AIDS)).

The following universal precautions guidelines should be followed, in all cases, regardless of whether or not the source is a known carrier or appears to be infected:

1. Disposable nitrile gloves should be worn cleaning up blood, feces, vomitus, and urine. Do so in addition to, not as a substitute for, hand washing.
2. Wash hands immediately after removing gloves.
3. Wash hands if they become contaminated with blood or other body fluids.
4. Use the proper personal protective equipment as designated for the task
5. Manual removal of body fluids is an essential step in preventing the spread of disease. It may be carried out using disposable paper products or a sanitary absorbent agent. All residue should be disposed of in a sealed red plastic bag. Non-disposable items should be cleaned with a disinfectant.
6. Hard surfaces such as desk tops, walls, and floors should be washed with a solution of **liquid bleach and water -25/75%**. The mixture should be freshly prepared each time it is used.
7. Keep your hands away from mouth and face while working
8. Wash hands before eating. Hands should also be washed thoroughly, as soon as practical, following exposure to body fluids. Proper hand washing requires

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the use of soap and water and vigorous scrubbing under a stream of running water for a least 10 seconds. Use a hand lotion to prevent chapping and skin cracking.

9. Carpets on which body fluids are spilled should be cleaned by manual removal of the body fluids followed by shampooing with a commercial rug shampoo. Clothing or other fabrics contaminated by body fluids should have the fluids manually removed and then routine laundering with detergent and hot water.
10. **Report any exposure to your supervisor.**

Waste Disposal:

Wear nitrile gloves while removing any refuse from a rest room. Any loose refuse will be carefully placed in an appropriate trash container. When removing any trash container liner, the plastic bag shall be securely tied off before removing it from the container. The full plastic bags shall be handled with due care so as not to tear the bags.

Personal Hygiene:

All employees shall carefully wash their hands with an antibacterial hand soap after cleaning rest room surfaces or removing rest room refuse. Until properly washed, care must be taken to avoid touching the face area and/or skin area containing an abrasion or other injury.

Engineering and Work Practice Controls

Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used. These controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

Skills Inc. shall provide handwashing facilities which are readily accessible to employees. When provision of handwashing facilities is not feasible, Skills Inc. shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

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Skills Inc. shall instruct employees to wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Skills Inc. shall ensure that employees wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. Do not wash hands in a food preparation area. Wash hands with warm running water and soap.

Rinse well and dry thoroughly. Hands should preferably be dried with paper towels. Turn off the faucet with a paper towel. Discard the used paper towels in a waste receptacle.

Sharps shall not be bent or removed unless Skills Inc. can demonstrate that no alternative is feasible.

Removal must be accomplished through the use of a mechanical device or a one-handed technique.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.

Containers for storage, transport, or shipping shall be labeled or color-coded and closed prior to being stored, transported, or shipped.

If outside contamination of the primary container occurs, the primary container shall be placed within a second container which prevents leakage during handling, processing, storage, transport or shipping and is labeled or color-coded.

If the specimen could puncture the primary container, the primary container shall be placed within a secondary container which is puncture-resistant in addition to the above characteristics.

Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as

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necessary, unless the employer can demonstrate that decontamination of such equipment or portions of such equipment is not feasible.

A readily observable label shall be attached to the equipment stating which portions remain contaminated.

The employer shall ensure that this information is conveyed to all affected employees, the servicing representative, and/or the manufacturer, as appropriate, prior to handling, serving, or shipping so that appropriate precautions will be taken.

Personal Protective Equipment

When there is occupational exposure, the employer shall provide, at no cost to the employee, appropriate personal protective equipment. Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee’s work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

The employer shall ensure that the employee uses appropriate personal protective equipment unless the employer shows that the employee temporarily and briefly declined to use personal protective equipment when, under rare and extraordinary circumstances, it was the employee’s professional judgment that in the specific instance its use would have prevented the delivery of first aid or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

Skills Inc. shall ensure that appropriate personal protective equipment in the appropriate sizes is readily accessible at the worksite or is issued to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

Skills, Inc. shall clean, launder, and dispose of personal protective equipment required at no cost to the employee.

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Skills Inc shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

All personal protective equipment that is removed shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, and when handling or touching contaminated items or surfaces.

Disposable (single use) gloves such as surgical or examination gloves, shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Disposable gloves shall not be washed or decontaminated for re-use.

Utility gloves may be decontaminated for re-use if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn,

punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Appropriate protective clothing shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

See Appendix A

Housekeeping

Employers shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, and tasks or procedures being performed in the area.

Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.

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The Project Manager/Supervisor shall request and maintain sufficient inventory of the following items:

1. rubber and nitrile gloves; goggles
2. regular duty and extra heavy duty trash container liners and ties
3. liquid toilet bowl cleaner with a formula containing a large quantity of hydrochloric acid
4. disinfectant of a limited germicide type suitable for general cleaning purposes
5. liquid bleach

Employees shall wear safety goggles at all times and nitrile gloves while cleaning any rest room surface. The snug fitting non-porous nitrile gloves provide the desired protection. Heavy rubber gloves may be used instead of the latex or in addition to.

General

Skills Inc. shall make available the hepatitis B vaccine and vaccination series at no cost to all employees who have occupational exposure.

Labels

Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials.

These labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

Red bags or red containers may be substituted for labels.

Information and Training:

Skills Inc. shall ensure that all employees with occupational exposure participate in a training program which must be provided at no cost to the employee and during working hours.

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Annual training for all employees shall be provided within one year of their previous training.

Skills Inc. shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.

Training records will be created and maintained by Skills, Inc. Training records will include the following information:

1. Dates of Instruction
2. Instructional content summary
3. Name/qualifications of instructor/method used
4. Names and job titles of all persons attending sessions

Training records will be maintained 3 years from the date the training occurred.

Occupational Exposure Reporting Procedure:

Employees who think they have been exposed to a communicable disease are to report the incident as soon as possible to their supervisor. The details of the incident will be documented in writing, using the Report of Exposure Form . The report should include:

1. the suspected disease
2. the date and time of the exposure
3. type of exposures, i.e., blood, body fluid, or secretion
4. details of exposure to include the area of contact
5. conditions of the exposure i.e., location, confined space
6. the name, Social Security number, address, telephone number and attending physician of the source if know
7. personal protective equipment being used at the time of exposure
8. any failure of personal protective equipment being used
9. a detailed explanation if PPE was not being used

Supervisors are to turn in the Report of Exposure Form ASAP or within 24 hours to the ADMIN office so that the Worker's Compensation Form 19 may be completed. **The employee will be referred to the District Health Department for medical evaluation and follow-up.**

The circumstances of each incident of exposure will be reviewed by the Executive Director and Safety Committee Chairperson to determine if any changes in engineering controls or work practices could prevent a reoccurrence of exposure. It is the responsibility of each employee to know and to use work practices that will prevent occupational exposure to blood and body fluids. It is the responsibility of supervisory personnel to ensure that employees maintain safe work practices and use PPE as described herein.

Post-Exposure Evaluation and Follow-up:

Following a report of an exposure incident, Skills shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at the least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred;
2. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law;
3. the source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV 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.
4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known status need not be repeated.
5. Results of the source individual's testing shall be made available to the exposed employee, and employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
6. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
7. 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 done as soon as feasible.
8. When medically indicated, counseling and evaluation of reported illnesses may be necessary.
9. Skills shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation.
10. Skills shall ensure that the healthcare professional evaluating an employee after an exposure incident is provided a copy of this regulation, a copy of the Report of Exposure form including a description of the exposed employee's duties as they relate to the exposure incident; results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee including vaccination status.
11. Skills shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the

I. Recordkeeping

The employer shall establish and maintain an accurate record for each employee with occupational exposure.

This record shall include:

The name and social security number of the employee.

A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.

A copy of all results of examinations, medical testing, and follow-up procedures.

The employer's copy of the healthcare professional's written opinion. The employer shall ensure that employee medical records remain confidential.

These records will be kept for the duration of the employee's employment plus 30 years.

OSHA Standard

A copy of the OSHA Bloodborne Pathogens Standard is available upon request.