

# Safety Program Manual

## For all Contract Workers at

### Skills, Inc.

QCP Number **2020-2025**

Contract Number **70Z08420RAA550200**



## 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 has healthy working conditions.

**SAFETY COMMITTEE AND SAFETY MEETINGS:** A Safety Committee comprised of the Executive Director, Finance Officer, Project Manager, and Shift Supervisors will meet quarterly to evaluate the safety standards for completion of project objectives. 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.

The PPE program shall be reviewed and discussed at each meeting to determine if there are any other areas of Skills which should be assessed for hazards and PPE application.

**INSPECTIONS:** USCG provides frequent safety inspections and reports any hazards to Skills' staff to ensure the safety of employees. The Project Manager and Supervisors note any hazardous working conditions as indicated. Any safety issues are reported verbally to the USCG COR for correction by the Project Manager. Follow-up is made. These actions are reported to the Executive Director as needed and reported and documented at the quarterly Safety Committee Meeting.

**SKILLS, INC. CONTRACT SITE:** Skills' Project Manager shall be responsible for ensuring Skills personnel employed work and operate any equipment in a safe manner via documentation of the Supervisors and/or Job Coach and:

1. That all job functions on the contracts have been assessed for Personal Protective Equipment (PPE), and that personnel are trained upon being employed.
2. That proper PPE is in good condition, readily available, used in accordance with the PPE assessment and is properly maintained and stowed when not in use.
3. First-Aid Kits are readily available and accessible at the contract site.
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. Administrative Secretary on the enclosed Accident/Serious Illness Report within 24 hours of occurrence.
5. Skills, Inc. shall report to the Officer of the Day (OOD), Contracting Officer, COR and his/her designated representative any exposure data and all incidents or accidents resulting in death, trauma, illness, or occupational disease.
6. That all employees involved in accidents or injuries fill out the enclosed Employee's Description of Accident form when accident/illness occurs or ASAP and are submitted to the Skills' Administrative Office.

7. That all emergency procedures and safety recommendations of the USCG facility are adhered to. Paths of emergency exits are not blocked and are clutter free.
8. All equipment used by Skills personnel is maintained in a safe operating condition.
9. Flammables 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/her actions and conduct.

**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:** The Project Manager and Supervisors will ensure that the Administrative office receives and files all reports and other documents relating to accidents or injuries of Skills contract employees. This documentation will be made available to the Safety Committee Chairperson for preparation of the annual 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 who may be subject to worker’s 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 Blood borne Pathogens Exposure Control Plan, protection against occupational exposure.

**Schedule and Decontamination Procedure**-Skills, Inc. does not in normal operations generate blood borne pathogen wastes, eliminating the need for a schedule. Emergency situations will be dealt with as set forth in the section on Blood borne Pathogens Exposure Control Plan, protection against occupational exposure.

**Warning Labels**-Skills, Inc. does not in normal operations generate blood borne pathogen wastes, dismissing a labeling requirement.

**Machine Lockout/Tag out** – Equipment not in use and/or shut down for routine maintenance must be properly locked out by the Supervisor/Trades Instructor.

Equipment deemed unsafe must be locked out and red tagged and removed from the production area and not re-installed until repaired.

**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 supervisor. The supervisor 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 supervisor 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 Base Security (335-6379) or
- Call ext. 222 for EMT/rescue squad services.

Provide the location of the emergency (address, building, landmarks), the telephone number of the phone being used, your name, what happened, the number of victims, their conditions, and any help being given.

### RESPONSIBILITIES (PROJECT MANAGER/SUPERVISORS)

**PURPOSE:** Each shift has a supervisor whose responsibility includes maintaining a safe working environment for employees. The Project Manager is responsible for over-seeing the overall operation and compliance. The purpose of this policy is to guide them in teaching safe work habits and enforcing 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.

**TOOLS:** All tools shall be kept in satisfactory working condition. Defective equipment shall be tagged with a red tag, unplugged, and employees be informed. A request for repairs should be submitted to the Project Manager 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. 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 if there is a probability that personnel may come in contact with it.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** Supervisors/Project Manager shall assess each work station to determine if any hazardous equipment, tools, or functions are present or are likely to be present. Report any findings to Project Manager/Executive Director. Make sure all employees are trained, wearing & using the proper PPE assigned to them as defined in the Personnel Protective Equipment Hazard Assessment by Location and Tasks. **See Appendix A**

**ACCIDENT REPORTING:** Once immediate action is taken for an accident or illness; the incident must be reported to Administration 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 will be called and will take charge. Minor injuries can be treated in Building 91 office by staff personnel who are designated care givers. First Aid kits are located in Building 91 office and in Skills' vehicle.

Per section 3.1 of the PWS, Skills, Inc. shall report to the Officer of the Day (OOD), Contracting Officer, COR and his/her designated representative any exposure data and all incidents or accidents resulting in death, trauma, illness, or occupational disease. . All accidents shall be reported to the Contracting Officer or his/her designated representative within twenty-four (24) hours of their occurrence.

A written report of the mishap/incident shall be sent within three (3) calendar days to the Contracting Officer and the COR. For information not available at the time of initial written report, the Contractor shall provide the remaining information no later than twenty (20) calendar days after the mishap, unless an extension is granted by the Contracting Officer. If requested by the COR, the Contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records, until released by the Contracting Officer.

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 Administration, complete it, and return to Administration within 24 hours. Accurate and complete details are necessary for accurate reporting. 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. Make sure to inspect and examine all causes of the accident ASAP so that immediate action may be taken if necessary and/or assessment may be made by the Safety Committee. Inspect the injury if you can. Administration 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. Have the employee fill out the **Employee's Description of Accident Report** ASAP/at shift end/or upon return to work.

A **Follow-up Report** is filled out by the Supervisor/Project 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 Project Manager or Executive Director 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. The Administration Department completes the Worker's Compensation form, 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. Employer's Report of Injury to Employee Form shall be completed and submitted by the Finance Officer on any accidents requiring medical attention.

**PROCEDURE CHECKLIST FOR SUPERVISORS/PROJECT MANAGER:**

- make sure employees 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 or call in accident/serious illness/incident reports ASAP or within 24 hours of knowledge of occurrence; use Accident or Serious Illness Report/Incident Report; fill out completely
- investigate; use Supervisor's Accident Investigation Report
- have employee 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 for medical attention; if emergency call base ext. 222 or 911. If not an emergency—have employee drive home (if possible) or have them make arrangements for someone to pick them up.
- No self-determination of a reportable accident (they are all reportable)

**RESPONSIBILITIES (EMPLOYEES)**

**PURPOSE:** In order to maintain a healthy working environment everyone must be safety aware and obey Skills/USCG rules and regulations. This policy establishes basic responsibilities for employees.

**ACCIDENT REPORTING:** All accidents or illnesses must be reported to your supervisor immediately. Do not attempt to administer your own first aid. Simple cuts and abrasions will be handled by a designated care giver. A major injury is any injury requiring immediate emergency measures. A major

injury should be reported immediately. Accidents involving property but no injuries should also be reported to your supervisor.

**PERSONAL VEHICLES:** Skills, Inc. will not be responsible for damages to personal vehicles sustained in the performance of duties. Each employee is responsible for maintaining appropriate insurance coverage in compliance with federal and state regulations.

**FIRE:** The USCG facility is equipped with smoke detectors and alarms. Use the alarm if necessary. Intentional false alarms will not be tolerated. Dry chemical and water fire extinguishers are strategically placed throughout the facility with an active fire department on the premises.

**EVACUATION:** An evacuation route is posted in each room of each building. Follow USCG protocol when responding to emergencies or alarms.

It is your responsibility as an employee to:

1. **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 the designated amount only**
4. **Report any accident to your Supervisor immediately**
5. Receive First Aid if needed
6. Fill out Employee's Description of Accident Report ASAP/at shift end/or upon return to work
7. Call your Supervisor or Project Manager if you find you need to seek medical attention **at a later date. You must call.**
8. **8. You are to go to Urgent Care (in front of Farm Fresh).** You are instructed to go to this care facility 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 with 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 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 and/or dismissal.**

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.

Sign: \_\_\_\_\_

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

### **FIRST AID INFORMATION**

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

**ADMINISTERING FIRST AID:** See Skills' Project Manager, Supervisors, or certified staff of the USCG facility. Only staff members who are first aid certified will administer lifesaving first aid. If the designated First Aid Providers are not available, any staff member may care for minor scrapes or abrasions. Administration of First Aid will be reported to the Project Manager as soon as possible. If accident or injury is major requiring immediate medical attention, appropriate Skills management personnel are to dial 222.

**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.

### **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
  - 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
- greases
- inks
- plastics

**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 hands.
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.

**SDS Sheets:**

An **SDS** (formerly known as **MSDS**) includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.

Skills, Inc. maintains SDS sheets on all chemicals used on it's contracts. SDS sheets are located in the Skills, Inc. office in building 91, the supply closet in the HMF building, and each Skills, Inc. vehicle.

**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 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 **222**)

**PPE REQUIREMENTS:** As determined by SDS list & PPE Hazard Assessment. Safety goggles are required at all times. Employee will not be allowed to work without appropriate PPE. Safety goggles are issued upon employment free of charge. Subsequent goggles will be provided at employee's expense if lost. Nitrile gloves, and non-slip shoes 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 employee's 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.

3. Before being allowed to work in locations where hazards or potential hazards have been identified, **All** employees must be trained by a job coach, Supplier or Vendor, or supervisor (Project Manager, Shift Supervisor, or Lead Cleaner) 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
  - 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 at the Skills, Inc. office in building 91 for future references.
5. Anyone found not wearing the proper PPE assigned to them will be given a verbal warning.
6. The next warning, you will be sent home for the remainder of your shift. The third warning, you will be sent home for 3 days. There will be no warnings after the 3<sup>rd</sup> warning; you will be dismissed.
7. Report to your Supervisor/Project Manager if your PPE has been lost, stolen, or worn out

**PROJECT MANAGER:** Take the following action:

1. Ensure that all areas are assessed and certified in writing in accordance with the above requirements for hazards, or potential hazards.
2. Assign Supervisors to conduct PPE assessments in all areas.
3. Maintain files for all completed Skills Safety Check List Reports.
4. Ensure that all employees are trained in accordance with Compliance Requirements.

**SAFETY COMMITTEE:** All supervisors 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.

**TRAINING:** Schedule formal PPE training for all Skills employees on an annual basis.

## **EMERGENCY PROCEDURES**

**FIRE:** In the event of fire, fire bells will sound and the strobe lights will flash. Exit charts are posted at each door. Exit immediately by the nearest exit. Meet at or near the office at Building 91 so that you may be accounted for by your Supervisor/Project Manager.

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

**TORNADO:** The Project Manager or Supervisor will advise you of any threat pending given time. 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 you buttocks on the floor and your head and face protected by arms and knees until all clear is given.

**PROCEDURES:** For fire, power outage, tornado, hurricane, bomb threat, winter storms, electrical storms: follow the USCG facility plans and procedures. If you have any questions concerning continued operations, contact the Project Manager/Supervisor.

### **POWER OUTAGE, BUILDING CLOSURE OR OTHER INCIDENTS OF THIS TYPE:**

#### **Procedures:**

#### **SUPERVISOR RESPONSIBILITY**

1. Notify Project Manager that the power is out, ask for further instructions.
2. Give employees flashlights
3. Call OOD and ask how long the power might be out
4. If unknown, wait 45 minutes before sending the employees to another site or home
5. If power is out on part of the base, let the employees help the others finish and then everyone can go home
6. Get the name of the OOD if you asked to leave due to the power outage
7. Collect employees' flashlights

**When in doubt, call Mrs. Boone, Mr. DeVine, or Rick**

#### **EMPLOYEE RESPONSIBILITY**

1. Employees stand visibly outside at exits and not under smoking shelters
  2. Flashlights will be issued and instructions from you Supervisor will be given
  3. Please return all flashlights at end of use/shift.
- 
- 1.) Your safety is our priority. If you can SAFELY move to a lighted and safe area, do so and contact your supervisor for further instructions.
  - 2.) If you cannot, stay where you are and a supervisor or designee will find you and light your way to safety. We have a number of flashlights in the office for this purpose. Contact your supervisor if you are able. Your supervisor will give you further instructions.

**To employees:**

If your supervisor determines, in consultation with the Project Manager, Executive Director, and Base personnel, that the power will be out or that the building will be closed for an extended time, you will have the option to continue to work in other buildings as needed and as assigned by supervisor.

If you choose not to work and clock out for the day, you will only be paid for the hours you actually worked that day. If you have leave time, you may use this to make up the time. You **MUST** turn in a leave sheet in time for this to be included in the payroll process.

## **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
  
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
  - 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 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.
- 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 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.
- 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.

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.

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 evaluation.

## 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.

## **FORMS**

### **List & Instructions**

- EMPLOYEE REQUEST FOR HEPATITIS B VACCINATION SERIES** must be signed by the employee and witness. This form is given to Skills' ADMIN. Office who will forward to their Personnel File.
- The employee is given an **AUTHORIZATION FOR EMPLOYEE TO RECEIVE HEPATITIS B VACCINATION SERIES** & a copy of **PROCEDURE FOR ACQUIRING HEPATITIS B VACCINATION SERIES**. Retain a copy of the Authorization and place in their Personnel File.
- WAIVER FOR HEPATITIS B VACCINE** must be signed and witnessed. This form must be placed in their Personnel File.
- REPORT OF EXPOSURE** must be filled out by the Supervisor or Project Manager at the time of possible exposure completely and forwarded to the ADMIN office. In the event of possible exposure call Skills' ADMIN. Office so that appropriate action may be taken.
- WAIVER TO SUBMIT TO FOLLOW-UP PROCEDURES AFTER POSSIBLE EXPOSURE TO INFECTIOUS DISEASE** must be signed by employee and witness and placed in their Personnel File.
- INFORMED CONSENT TO PERFORM TESTS AND TO RECORD TEST RESULTS** must be signed by employee and witness. Forward to medical Personnel if required. Place copy in Personnel File.
- SAFETY TRAINING RECORD (Blood borne Pathogens and PPE)** must be signed by employee and forwarded to employee Personnel File. Initially & annual.
- OSHA'S APPENDIX D** Information for Employees Using Respirators When Not Required Under the Standard – signed by all – goes to employee file
- TRAINING RECORD LIST** is completed at the time of initial/annual training and forwarded to the Safety Committee Chairperson.
- SAFETY TRAINING FORM** must be signed by instructor and employee. Use for initial training of employee for equipment, supplies, job training and PPE. Use also for re-training or for new assigned job duties and/or new PPE requirement. This form may be completed by Supervisors, Project Manager, Job Coach.
- ACCIDENT OR SERIOUS ILLNESS REPORT**
- EMPLOYEE'S DESCRIPTION OF ACCIDENT**
- SUPERVISOR'S ACCIDENT INVESTIGATION REPORT**
- ACCIDENT FOLLOW-UP REPORT**
- NC INDUSTRIAL COMMISSION FORM 19** completed by Skills' ADMIN office
- WEEKLY VEHICLE SAFETY INSPECTION FORM** - completed by Supervisor
- FIRST AID SUPPLY INVENTORY REPORT** – completed by Project Manager/Supervisor