

EXPOSURE CONTROL RECORDKEEPING

- A. Medical Records: The Personnel Department will maintain a record for each employee with occupational exposure which will include:
1. Employee name and social security number;
 2. Copy of the employee's hepatitis B vaccination status: including the dates of all the HBV vaccines and any medical records relative to the employee's ability to receive vaccination as required: (BBP Mandatory Declaration Statement [appendix A]);
 3. Copy of the health care professional's written opinion as required;
 4. Copy of School Exposure Incident Report (appendix E); and
 5. Post exposure evaluation and follow-up (appendix C).
- B. Training records will include the following information:
1. Dates of sessions; and
 2. Contents or a summary of the education session. Names and qualifications of persons conducting the session, and names and job titles of all persons attending the sessions. Educational records will be maintained for three years from the date on which the training occurred.
- C. The Personnel Department will keep copies of employees' hepatitis B status (BBP Mandatory Statement) (appendix A) and dates of vaccinations.
- D. Confidentiality: The school unit shall ensure that employees' required medical records are kept confidential and not disclosed or reported without an employee's written consent to any person within or outside the workplace except as required by the OSHA. These records will be maintained by the school unit for at least the duration of employment plus 30 years.
- E. Sharps Injury Log (appendix F): The employer shall establish and maintain a Sharps Injury Log for the recording of percutaneous injuries from contaminated sharps. The information in the Sharps Injury Log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The Sharps Injury Log shall contain, at a minimum:
1. the type and brand of device involved in the incident;
 2. the department or work area where the exposure incident occurred; and
 3. an explanation of how the incident occurred.

- F. All required records would be made available to the regulatory agency and the employee for examination and copying. Employee medical records will be available to the above and anyone else with written consent from the employee.
- G. Transfer of records: The school unit will transfer employee records as defined by the OSHA Standard. If the school unit ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, the school unit will notify the regulatory agency at least three months prior to their disposal and transmit them, if required by the agency to do so, within the three-month period.

Adopted: December 10, 1996

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