

Safety Program

I. Montana Safety Culture Act Committee

The Board directs the formation of a District Safety Committee comprised of employer and employee representatives as outlined in the Montana Safety Culture Act. This committee serves in an advisory capacity within the District and is responsible for activities which may include:

- Assessing and communicating hazards.
- Communicating with employees regarding Safety Committee activities.
- Educating employees on safety-related topics.
- Motivating employees to create a safety culture in the workplace.
- Assisting in the development of safety rules, policies and procedures.
- Control of hazards.
- Periodic evaluation of the safety program.
- Inspection of the workplace.
- Development of safety training and awareness topics.
- Recommending ways to keep job-specific training current.

II. Exposure Control Plan

The Exposure Control Plan will be reviewed by the Safety Committee on an annual basis.

- Definitions
 - “Occupational exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.
 - “Exposure incident” means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.
 - Some job classifications are at greater risk for exposure to bloodborne pathogens. Job classifications in which employees may be expected to incur high risk exposure are:
 - 1) Coaches/Athletic Trainers
 - 2) Custodians
 - 3) Health Enhancement Teachers
 - 4) School Secretaries

- 5) School Nurses
 - 6) Special Education Aides
 - 7) Special Education Teachers
- Awareness training will be provided by Personnel Office staff upon employment and reviewed annually at work sites by employee's supervisor.
 - The practice of universal substance precautions is required of all personnel.
 - 1) Personnel are required to practice proper hand-washing techniques.
 - 2) Contaminated needles and other sharp objects, specimens of blood or other potentially infectious material shall be properly stored, labeled and disposed of in accordance with OSHA Bloodborne Pathogen Requirements (29 CFR 1910.1030) posted in each head custodial office.
 - 3) All reusable equipment will be cleaned and decontaminated in accordance with OSHA Bloodborne Pathogen requirements posted in the head custodial office.
 - The District will provide Personal Protection Equipment (PPE) when there is occupational exposure.
 - Hepatitis B Virus Vaccination will be made available to all high risk personnel identified in Section II.A.2. above. After training, high risk employees declining vaccination may choose vaccination at a later date. Hepatitis B Virus vaccination will be made available to all employees following an exposure incident.
 - Following an exposure incident, the affected employee will be provided a confidential medical evaluation and follow-up, which includes:
 - 1) Documentation of the route and circumstances of the exposure incident.
 - 2) The source individual will be identified if feasible, and documented on the Workman Comp. Form in accordance with OSHA Bloodborne Pathogen requirements posted in the head custodial office.
 - The employee's blood will be tested, upon consent, following documented exposure in accordance with OSHA Bloodborne Pathogens 29 CFR Part 1910.1030 posted in each head custodial office.
 - The District shall ensure that the health care professional responsible for the employee's Hepatitis B Vaccination is provided all documentation required by OSHA Bloodborne Pathogen requirements posted in the head custodial office.

- The health care provider must provide the District with a written statement verifying that the employee was informed of past-exposure evaluation results and any medical conditions resulting from exposure that would require medical follow-up.
- Employee occupational exposure records will be maintained for the period of employment plus 30 years by the District.

Procedure History:

Adopted on: 11-4-98

Effective date: 1-1-99

Revised on: