

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p>	Developed by/Date: HR August 23, 2011	Page: 1 of 3	Number: 5.10
	Reviewed by/Reviewed Date: CSA Exec Team 10/11	Replaces: NEW	Subject: Safety
	Title: Aerosol Transmissible Disease (ATD) Policy		Approved: 10/17/11

Policy
Procedure
Guideline

POLICY

The California Occupational Safety and Health Administration (OSHA) requires that all counties in the state develop a plan to prevent the spread of Aerosol Transmissible Pathogens (ATPs) such as tuberculosis (TB), Severe Acute Respiratory Syndrome (SARS), Pertussis and H1N1 influenza. Each Stanislaus County department must develop department specific control measures that will reduce the risk of infection for employees, based on the nature of exposure and type of work setting.

PURPOSE

The California Code of Regulations (CCR) Title 8, Section 5199, Aerosol Transmissible Diseases, identifies specific work environments or tasks that fit into the scope of this regulation. After a review of job descriptions and job tasks, the Community Services Agency has identified job classifications that are at risk of exposure to Aerosol Transmissible Diseases (ATDs). The following job classifications have been identified as at risk of exposure:

- Social Worker I, II, III, IV, V
- Social Worker Supervisor I, II
- Social Services Assistant
- Special Investigator I, II, III
- Stock Delivery Clerk I, II (ACFSD only)

PROCEDURE

A. Employee Responsibility

Employees whose positions have been identified as being at risk for occupational exposure to ATDs are responsible for the following:

1. Annually mandatory TB screening coordinated and paid for by CSA.
2. Annual seasonal influenza vaccination coordinated and paid for by CSA. (Employees who decline to accept the vaccine must sign the declination form.)
3. Participate in a training program. Training will be provided at the time of initial assignment and annually thereafter.

4, Report to their supervisor when an incident of ATD exposure has occurred.

B. Manager/Supervisor Responsibility

Managers and Supervisors are responsible for the following:

1. Notify their employee that their position has been designated as at risk for occupational exposure to ATDs.
2. Ensure that their employee attends event where seasonal immunizations and TB tests are made available.
3. Ensure that their employees whose positions have been designated as at risk of exposure to ATPs attends training after their initial assignment to the position, and annually thereafter.
4. Notify HR and the Safety Officer when an incident of ATD exposure has occurred.
5. Manager and/or Supervisor will communicate to HR and employees regarding the suspected or confirmed infectious disease status of persons to whom employees are exposed in the course of their duties.

C. Safety Officer Responsibility

The CSA Safety Officer is the designated administrator who will be knowledgeable in infection control principles as they apply specifically to the facility, service or operation. When the administrator is not on site, there shall be a designated person with full authority to act on the Safety Officer's behalf.

The Safety Officer is responsible for the following:

1. Establish, implement and maintain effective exposure control procedures to control the risk of the transmission of aerosol transmissible diseases.
2. Establish, implement and maintain effective source control procedures, and procedures to control (prevent or minimize) sources of aerosol transmissible diseases.
3. Maintain procedures for handling exposure incidents as are already established in Stanislaus County's Injury & Illness Prevention Plan (IIPP).
4. Work with CSA's Staff Development Coordinator to ensure that all employees at risk of occupational exposure of ATPs participate in a training program.
5. Work with trainers, and overseeing the creation of training that includes elements listed in the Stanislaus County Safety Manual, Tab 12, ATD.

D. Human Resources Responsibility

The Staff Development Coordinator in Human Resources (HR) will be responsible for the following:

1. Notify supervisors when they have an employee whose position has been designated as at risk for occupational exposure to ATPs.
2. Schedule and coordinate the annual event at which seasonal immunizations and TB tests are made available.
3. Work with the CSA Safety Officer to coordinate and schedule annual training, which is required for identified job classifications.
4. Track medical procedures and training attendance. HR will also keep a record for each employee who has an occupational exposure. These medical records will be kept confidential.
5. Follow up with employees who are not in compliance with the job requirement and ATD policy to be TB tested, immunized (unless the employee declines the immunization) and trained.
6. If CSA is notified that the seasonal vaccine is unavailable, a record will be kept of the person who determined that the vaccine was not available, the name of the affiliation of the person providing the vaccine availability information, and the date of contact. This record shall be retained for three years.
7. Communicate to employees and their supervisor regarding the suspected or confirmed infectious disease status of persons to whom employees are exposed in the course of their duties.

E. Training

CSA will ensure that all employees with a risk of occupational exposure participate in a training program.

CSA will provide training at the time of initial assignment to task where occupational exposures may take place, and at least annually thereafter, or when changes, such as the introduction of new engineering or work practice controls, modification of task/procedures, or new tasks/procedures that affect the employee's exposure.

The training program will include elements listed in the Stanislaus County Safety Manual, Tab 12, ATD.

F. Exposure

Refer to CSA's ATD Exposure Control and Work Practice Source Control Procedures.