

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number TRA-017
	Subject Hepatitis B Vaccination	
	Special Instructions Replaces TRA-017 dated August 31, 2009	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for administration of a hepatitis B [Infection Control Program](#) for Department employees to ensure compliance with federal regulations concerning bloodborne pathogens and hepatitis B.

II. POLICY

All Department employees who have the potential for occupational exposure to bloodborne pathogens shall have the opportunity to receive a hepatitis B vaccination according to the Code of Federal Regulation, Title 29, Part 1910.1030.

All Department employees shall be offered an education program, an opportunity to be screened for previous exposure and a vaccination for the hepatitis B virus.

III. DEFINITIONS

A. Blood – Human blood, human blood components and products made from human blood.

B. Bloodborne pathogen – Pathogenic microorganisms which are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

C. Exposure incident – A specific eye, mouth, other mucous membrane, non-intact skin contact or parenteral contact with blood or other potentially infectious materials which results from the performance of an employee’s duties.

D. Occupational exposure – Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials which may result from the performance of an employee’s duties.

E. Potentially infectious materials – The following human body fluids:

1. Blood, semen, vaginal secretions, amniotic fluid, saliva, body fluids visibly contaminated with blood and body fluids in situations where it is difficult to differentiate between body fluids;
2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
3. HIV or HBV - containing tissue or organ cultures.

F. Universal precautions – An approach to infection control. According to the concept of ‘universal precautions’, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

IV. PROCEDURES

A. Selection and notification.

1. Exposure determination.

The Department shall make a determination of all job classifications in which employees have the potential for occupational exposure and list all tasks and procedures in which occupational exposure to potentially infectious materials occur.

2. Hepatitis B vaccinations shall be made available to the employee:

a. At no cost to the employee;

b. At a reasonable time and place during duty hours; and

c. By or under the supervision of a licensed physician or other licensed healthcare professional.

3. Prescreening for prior exposure to hepatitis B virus shall be available to the employee, but shall not be a prerequisite for receiving hepatitis B vaccinations.

4. All employees shall sign the [Notification of Procedure](#) form outlining the purpose, risks and benefits of receiving hepatitis B vaccinations, or shall sign the declination section of the form.

5. If the employee initially declines hepatitis B vaccination, but at a later date decides to accept the vaccination, the Department shall offer the hepatitis B vaccination in accordance with Section A. 2.

6. If routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, the booster dose(s) shall be made available in accordance with Section A. 2.

7. Post-exposure evaluation and follow-up shall be treated according to SOP ENF-003, Communicable Diseases.

B. Training.

1. The Department shall provide an opportunity for employees with potential for occupational exposure to infectious diseases to participate in a training program offered during duty hours.

2. Training shall be provided:

- a. At the time of initial assignment to positions where occupational exposure may take place;
- b. Annually for all employees with occupational exposure; and
- c. When changes or modification of tasks or procedures affect the employee's occupational exposure.

3. The training program shall contain the following elements:

- a. An accessible copy of the regulatory text of this standard and an associated explanation of its contents;
 - b. A general explanation of the symptoms, modes of transmission, exposure control plan, methods of recognition of tasks associated with exposure, methods of reduction of risks of exposure and personal protective equipment;
 - c. Information about the hepatitis B vaccine, benefits and risks of vaccination;
 - d. Information on the appropriate actions and person to contact in case of an emergency involving exposure to blood or other potentially infectious materials;
 - e. An explanation of the procedures to follow if an exposure incident occurs, method of reporting and medical follow-up; and
 - f. An explanation of the biohazard warning signs and labels and/or color-coding required by law.
4. The person conducting the training shall be knowledgeable in the subject matter covered by the training.

C. Record-keeping.

- 1. The Department shall maintain an accurate record of each employee with an exposure incident according to SOP ENF-003.
- 2. The Department shall ensure the employee medical records are kept confidential and not released without written consent to any person within or outside the workplace except as required by law.
- 3. Employee medical records shall be stored by the Health Management Specialist in the Training Division for all Department employees.
- 4. Medical records shall be provided for examination and copying, upon request, to the affected employee, anyone having written consent of the affected employee and/or to the director or assistant secretary of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services or a designated representative.

5. The records shall be kept for the duration of employment plus 30 years.

D. Training Records.

1. The Training Division shall maintain training records including the dates of training, contents of training sessions, names of instructors, job titles and names of participants.

2. Training records shall be maintained for three (3) years from the date of the training.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.