



**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b>	Infectious Disease Control	<b>SOP:</b>	4.11
<b>Subject:</b>	Education, Training and Record Keeping	<b>Executed:</b>	June 5, 2015
		<b>Revised:</b>	
<b>Approved:</b>			
 Allen W. Baldwin, Fire Chief			

**TRAINING RECORDS**

1. Dates of the training session
2. The content or summary of the material presented
3. The name and qualifications of the instructor
4. The names and job titles of all persons attending the training session
5. The employees signature

ALL training records will be maintained for 3 years

Training records are not confidential records and will be provided upon request to the employee or their representative within 15 days of request.

If the City of Winchester should cease to do business, it shall notify the Director Of the Virginia State OSHA Office at least 3 months prior to the end of business. The Director may require that all records be transferred to him/her before the end of the 3 month period.

ALL MEDICAL RECORDS WILL BE KEPT CONFIDENTIAL. CONTENTS WIL NOT BE DISCLOSED OR REPORTED TO ANY PERSON WITHIN OR OUTSIDE OF THE WORK PLACE WITHOUT THE EMPLOYEES EXPRESS WRITTEN CONSENT EXCEPT AS REQUIRED BY LAW OR REGULATION

**GENERAL GUIDELINES FOR EDUCATION AND TRAINING**

On or before September 2206 the Designated Officer will have participated in a training program that will assist in preparing this individual for this new role. Certificate is on file. On or before the end of February 2007 the Agency will allow for attendance at a train the trainer session preparing key employees to serve as a trainer. All employees will be provided training at no cost to employees and will be offered during normal working hours.

Training will be provided at the time of initial assignment and on an annual basis. The trainer will reserve the right to require additional training if he/she feels previous training was not in keeping with standards. Annual training for all current employees will be updated within one year of their previous training. Annual training will update personnel on the diseases and department changes in policy or procedure.

All training content will be reviewed on a continual basis and when changes in procedures or equipment are noted, additional training will be scheduled.

City of Winchester will insure that training is offered in the appropriate language and the word level for all employees.

Training will include:

- Each employee will have access to a copy of the OSHA standard and the department Exposure Control Plan
- A general explanation of the epidemiology of blood borne disease and their symptoms will be offered
- Education on the epidemiology and symptoms of TB
- The blood borne pathogens to be reviewed will include HIV, Hepatitis B, Hepatitis C, and Syphilis. Tuberculosis will also be covered.
- The department's exposure control plan will be presented along with information on how an employee can obtain a copy of the plan.
- A review of tasks that each employee performs and how they may be at risk for exposure
- A review of the use of PPE and the limitations of PPE in certain circumstances.
- The type of PPE that is available and why it is selected.
- In depth information on the Hepatitis B Vaccine program and TB skin testing program.
- Information on how to report and document an exposure.
- Information on what action will be taken and by whom in an exposure situation and how to seek medical attention and follow up.
- Information on what medical follow up will include following an exposure.

- Explanation of the signs and labels to be used in the handling and storage of medical waste.
- Access to medical records
- Latex Glove Allergy/Sensitivity
- Work Restriction Guidelines
- Needle Safe Devices
- Hand Hygiene Guidelines
- Stated Presumption Law
- Flu Vaccine Program

**\*\*All programs will allow for interactive questions and answers with a knowledgeable instructor. The instructor will be knowledgeable in communicable diseases and infection control and be able to relate this information to each specific work area. Training will be conducted by the training officer for each agency who has attended a certified course in infection control training. Certificates are on file.**

**The trainers for WFRD are  
Gerald Bohus, David Brinegar, Chris Yost and Eddie McClellan**

### **RECORD KEEPING**

On or before December 30, 1992, City of Winchester will insure that accurate record keeping will be established and maintained for each employee deemed to be at risk for occupational exposure

These records will be maintained by the Designated Officer and/or Human Resources in the Operations Office and in conjunction with the medical office of Doctor Antonio Pastor.

Information for the medical records will include:

1. Name and social security number of the employee
2. Copy of Hepatitis B and PPD status
3. Consent/Denial forms
4. A copy of results of examinations and follow up procedures as required by OSHA
5. A copy of the healthcare providers written opinions following an exposure
6. A copy of the information provided to the healthcare provider as required to assist with medical follow up

ALL EMPLOYEE MEDICAL RECORDS WILL BE KEPT CONFIDENTIAL. ALL FILES WILL BE LOCKED AND MAINTAINED BY THE DESIGNATED OFFICER OR HUMAN RESOURCES!!

Employee medical records will be maintained for at least the duration of their employment plus 30 years in accordance with OSHA standard 1910.1030

Should an employee submit a written request for a copy for their medical records this will be done within 15 days of the request.

### **The OSHA 300 LOG**

Group sharps injuries in with all other work-related injuries. Is a different document with different requirements than the Needle Stick Injury Log.

A work related sharps injury is recordable on the OSHA 300 Log if:

1. It causes death
2. It causes an illness
3. It involves an injury which requires medical attention beyond first aid even if treatment is offered and refused.
4. Sharps injury=exposure

<b>FIRST AID</b>	<b>MEDICAL TREATMENT</b>
Antiseptics during first visit	Treatment of infection
Bandaging	Antiseptics 2 <sup>nd</sup> and 3 <sup>rd</sup> visit
Non Prescription Medications	>One dose of Prescription Meds
Single Dose – Prescription Meds	Hepatitis Vaccine
Tetanus Shot or Booster	Lab Test or X-ray that shows injury or infection
Lab test or X-ray that shows no injury or infection from that injury	

## **THE SHARPS INJURY LOG**

All contaminated sharps injuries must be recorded. Non sharp recorded exposures are not recorded here

1. The report has names
2. Department where exposure incident occurred
3. How the incident occurred
4. Type and brand of sharp involved in the exposure incident

This information may be recorded on a separate document or may be included in the data you collect following an exposure investigation. It is acceptable to maintain the information in computer files if you are able to sort the report for sharps injuries only and access it in a timely matter for OSHA if requested.