



“Assisting Each Person Served In Achieving The Highest Quality Of Life!”

## OCCUPATIONAL HEALTH AND SAFETY POLICY/GUIDELINES

Mountain Regional Services, Inc. (MRSI) is committed to providing a safe, accident free, and healthy work environment for everyone. However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all company policies/guidelines by everyone.

We foster a team work environment here between all levels and that includes safety as safety demands cooperation on everyone’s part. Thus, it is important that communication be kept open at all times between the management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management at all levels must address these concerns and take corrective action when warranted.

Everyone is obligated to know the safety standards for their area or job, and just as important to abide by them. Supervisors must instill a positive attitude and safety awareness in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of the people we serve, themselves and co-workers.

Our safety policies/guidelines are based on past experience and current standards, and are also an integral part of the company’s personnel policies/guidelines. This means that compliance with the policies/guidelines is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and health are a top priority in this organization and is every bit as important as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies/guidelines is because it’s in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

Cheyenne Wright  
President/CEO

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## **SAFETY AND HEALTH PROGRAM**

It is the policy and top priority of Mountain Regional Services, Inc. (MRSI) to provide an accident-free and comfortable work environment by eliminating recognized hazards from the workplace. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Wyoming Occupational Health and Safety Rules and Regulations that apply to our operations.

In order to maintain the safety standards desired by our company, it is necessary to actively pursue an accident prevention program through all levels of our company, from top management through all employees. Health and safety are functional responsibilities of each supervisor.

Health and safety are of vital interest to everyone in the company. Each level of our organization is accountable for safe performance. Compliance with this program and safety and health rules are taken very seriously. This means that failure to comply is sufficient ground for disciplinary action or for termination of employment. These policies are an integral part of the company's personnel policies.

## **OCCUPATIONAL HEALTH AND SAFETY ACT**

The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the State of Wyoming shall:

1. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
2. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to company business and operations.
3. Comply with and require all employees to comply with occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.
4. Encourage employees to contact their immediate superior for information that will help understand their responsibilities under the Act.

## **HEALTH AND SAFETY RESPONSIBILITIES**

Our goal is to protect employees from injury while working for our company. This must receive top priority from everyone.

Duties and responsibilities of all personnel under our health and safety program are in the following:

### ***President CEO:***

1. Administers all aspects of the occupational health and safety program.

### ***Health and Safety Manager/Team:***

1. Requires all employees supervised to use individual protective equipment and safety devices.
2. Directs, implements, and coordinates health and safety program elements and activities within area of responsibility.
3. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
4. Conducts inspections to identify unhealthy or unsafe conditions or work practices and completes written reports of inspections.
5. Ensures that supervisors are aware of and comply with requirements for safe practices.
6. Requires all subcontractors and subcontractor personnel working within the company's facilities to comply with health and safety regulations.
7. Processes all paperwork associated with accidents, on-site inspections and in-house audits. Will also maintains permanent record for company files.
8. Conducts monthly health and safety meetings.

### ***Training Department:***

1. Assists management and supervisors in the health and safety training of employees.
2. Ensures that all persons receive job safety and health training as required.
3. Requires all employees to use individual protective equipment and safety devices.

### ***Human Resource Committee under direction of the CEO:***

1. Maintains the state health and safety poster, emergency telephone numbers, OSHA Form 300, and other notices required by Wyoming Workers' Safety. Ensures this information is posted in places where employees can see them on each job.
2. Recommends disciplinary action for repeat violators of health and safety rules.
3. Develops and maintains accident and incident investigation and reporting procedures and systems. Investigates serious or reportable accidents and takes action to eliminate accident causes. Reportable incidents consist of fatalities, lost work day cases, and without lost work days requiring medical treatment. Keep management informed of findings.
4. Report accidents that result in: employee suffers a work-related hospitalization, amputation or loss of an eye, within 24 hours of incident. Worker fatalities must be reported within 8 hours of occurrence to Wyoming Workers Safety at (307) 777-7786.

5. Investigates all accidents within area of responsibility. Reviews all accidents/incidents with supervisors and workers involved. Ensures accident reports and Workers' Compensation forms are completed and submitted as appropriate. Ensures corrective action is taken immediately to eliminate the cause of the accident.
6. Maintains copies of applicable programs and Wyoming Workers' Safety forms in the work area, in accordance with company practice and policy. For example, OSHA 300 Injury Log if the work area is not located near/with the central office.
7. Maintains all records and reports of accidents that have taken place during company operations. These forms and reports may include the OSHA Form 300 Injury/Illness Log, the OSHA Form 101 Supplementary Record of Occupational Injury and Illnesses. The equivalent form, Wyoming Workers' Safety and Compensation Division Report of Occupational Injury or Disease, may be kept instead of the OSHA 101.
8. Ensures that employee's Report of Occupational Injury or Disease report is filed with the Workers' Compensation office within ten days of employee's notification of an occupational injury or disease.
9. Maintains all medical records, evaluations and exposure monitoring records for a period of 30 years.
10. Maintains all training records for a minimum of three (3) years.
11. Ensures that supervisors are aware of and comply with requirements for safe practices.

***Supervisors/Department Directors:***

1. Be familiar with, explains, and enforces health and safety regulations that apply to company operations within his/her area of responsibility
2. Requires all employees supervised to use individual protective equipment and safety devices.
3. Ensures that safety equipment is available, maintained, used, and stored correctly.
4. Conducts monthly safety meeting with all participants and workers.
5. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility.
6. Ensures that injuries are treated promptly and reported properly.
7. Ensures that safety devices and proper individual protective equipment are used by persons under his/her supervision.
8. Instructs and trains all persons within area of responsibility in job health and safety requirements and requires compliance by workers with the safety rules established.
9. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility.
10. Investigates all accidents/incidents, obtains all pertinent data, and initiates/takes corrective action.

11. Acts on reports of hazards or hazardous conditions reported to them by employees.
12. Ensures staff are aware of and comply with requirements for safe practices.

***All Employees:***

1. Be familiar with and comply with proper health and safety practices.
2. Use the required safety devices and proper personal protective safety equipment.
3. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.

**WORKERS' COMPENSATION CLAIMS MANAGEMENT**

The following actions will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim.

1. Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate company officials, such as Department Director(s) and Human Resource Department. All accidents/incidents will be investigated by the supervisor, Department Director and/or the Human Resource Department to determine the facts and take corrective action to prevent recurrence.
2. Employees, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.
3. The Human Resource Department or their designee will complete the Employer's Information section of the same report within ten (10) days of the notification.
4. The Human Resource Department or their designee will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report within ten (10) days of the notification.
5. The accident investigation must confirm that the injury was job related for the resultant claim to be valid.
6. Injured employees who receive a light duty, restricted duty and/or part time duty recommendation by their physician must contact the Human Resource Department or designee to determine if a modified job program is possible.

## **DRUG-FREE WORKPLACE:**

Mountain Regional Services' Inc. is a drug free work place

1. Mountain Regional Services' Inc., guideline prohibits the unlawful manufacture, use, influence, possession, sale, purchase, distribution, or offer to manufacture, sell, purchase, hold, or distribute alcohol, controlled substances, or drugs by any employee during work hours or at any time while on company premises. If prescription drugs must be taken, they must not undermine the employee's ability to perform their job or present a safety risk to themselves, clients or their coworkers.
2. It is recommended that employees working directly with persons served do not bring to work any medication, prescription or over the counter medication, unless it is necessary to do so. Any employee who is prescribed medication which must be taken at work and works directly with persons served, may only possess at work, the dosage necessary to meet the specifics of the prescribed medication. Any medication in excess of this may not be brought to or possessed at work. Any medication that must be brought to work must be secured in a way that no person served may gain access to it.
3. Drugs and alcohol include any and all substances or medications that will alter one or more bodily functions, such as coordination, reflexes, vision, mental capacity, or judgment, whether they are available over the counter, by prescription, or otherwise.
4. The consequences for violation of the drug-free policy may include, but are not limited to, discipline and/or discharge.
5. A list of community resources that provide substance abuse treatment and prevention services is posted at the bulletin board where they may be regularly viewed by employees. The Department of Health also provides information on their website, or may be contacted directly.
6. MRSI is a smoke free workplace. There is designated smoking area's for persons that engage in the use of tobacco. Electronic Cigarettes are not to be used inside of any MRSI property and has the same rules as using tobacco products.

## **DRIVING SAFETY**

Vehicle operations are an integral part of our business. Therefore, the following rules shall apply to all business vehicle operations. Hopefully, employees will follow these rules when operating their own personal vehicles.

1. All vehicle operators are required to have a current and valid driver's' license for the vehicle to be operated, i.e., motorcycles, trucks, commercial drivers' license (CDL).
2. No unauthorized use of company vehicles shall be permitted.
3. All cargo or other items, i.e., laptops, suitcases, etc, shall be loaded and secured to prevent them from creating hazards in the event of hard braking.
4. Prior to entering the vehicle visually inspect the entire vehicle. Look for broken windows, light covers, low tire pressure, etc. Report all damage to your supervisor and fill out a repair order.

5. Adjust all mirrors for the proper vision of the operator.
6. All occupants shall fasten their seat belts. The vehicle shall not be started until all occupants have fastened their seat belts.
7. Check all gauges and switches for proper function and location, i.e., cruise control, windshield wipers, lights, gearshift, and radio. Do not look for these while you are operating the vehicle. Test the brakes to determine their effectiveness and get a “feel” for the necessary brake pressure.
8. Obey all traffic laws while operating the vehicle. This includes the speed limit.
9. Vehicles shall NOT be operated while under the influence of alcohol or drugs which may impair your driving ability. Some prescription drugs and over-the-counter drugs also may affect your driving and decision-making abilities.
10. Cell phone use while operating a Mountain Regional Service’s vehicle is prohibited unless a hand free device is used and there are not any passengers in the vehicle. If the operator of the vehicle must use their cell phone, they need to pull the vehicle over to the side of the road in a safe place out of traffic.
11. Pay attention! Keep your mind on driving and watching the road. Watch out for other drivers. Make sure you are well rested and alert.
12. Don’t get involved in “road rage”. Don’t become angry at aggressive drivers. Simply pull over to the right lane or the side of the road and allow them to pass.
13. Always stay at least two (2) seconds behind the vehicle in front of you. If driving conditions are not optimal, i.e., rain, ice, snow, wind, or visibility, allow a further following distance.

Your personal safety is also our concern. When operating a company vehicle, please adhere to the following rules. Again, hopefully, you will use these rules in your personal activities.

1. If your vehicle becomes disabled, call for help on your cell phone or display a white flag on the antenna as a request for help. Require identification of strangers who offer assistance.
2. Keep your doors locked and park in well lighted areas. Have your keys ready to enter your vehicle. You are a target when looking in your purse or digging in a handbag.
3. When approaching your vehicle, try to observe any persons in the vicinity of your vehicle and look under your vehicle. Look in the back seat before opening the door. Carry a pen light flashlight.
4. Vary your routes and schedules.
5. Leave an itinerary of your trip with your supervisor or family member.

## **OSHA FORM 300 INJURY/ILLNESS LOG**

The OSHA Form 300 log of all recordable occupational injuries and illnesses is maintained for each work facility. In some cases, the log may be kept at the main office (This involves ensuring the information from the initial accident report is posted onto that facility's log in the main office within seven days after the accident has occurred). The summary section of the OSHA Form 300 must be posted at each work facility/site by February 1st of the following year and remain in place until April 30th.

It is the responsibility of the CEO to keep the OSHA Form 300 log up to date. The CEO will also be responsible to complete and sign the OSHA 300A Form by January 31 each year and to post the form where employees can see it by February 1 and keep it up until April 30 each year. The CEO will also complete the annual electronic submission of the OSHA 300A by March 2 each year.

## **HAZARD COMMUNICATION PROGRAM**

This company has a Hazardous Communication Program in place because of our work with and exposure to hazardous chemicals in the workplace. Important elements of this program are: a written program explaining what the program is about; a master listing of hazardous chemicals in the workplace; safety data sheets (SDS) of those chemicals; labeling requirements of chemicals containers; and training for all employees on the program and its elements. Employees are encouraged to review this program at any time.

### **GUIDELINE REGARDING HANDLING, STORAGE AND DISPOSAL OF A HAZARDOUS MATERIAL**

Hazardous materials used by Mountain Regional Services, Inc. could include biohazardous substances, industrial strength cleaners, oil-based paints, fluorescent light bulbs, copier toner, computer monitors, televisions etc. Materials that any person feels may be hazardous should be reported to a department director or supervisors. The department director/supervisor will notified the maintenance department for safe removal.

MRSI employees will abide by Section 7 and section 13 of the SDS in regards to handling, storage and disposal of Hazardous Materials.

- Handling and Storage of a Hazardous Material
  - Section 7 of the Safety Data Sheet, Handling and Storage, lists precautions for safe handling and storage. This includes incompatibilities.
- Disposal
  - Section 13 of the Safety Data Sheet includes disposal considerations.

Any item that is in question will be gathered and stored until proper disposal can be preformed.

Material that may be an immediate hazard and cannot be contained by the maintenance department will require calling the Evanston Fire Department for their expertise in containment of hazardous chemicals.

Uinta County, annually conducts a hazardous waste clean-up fair for the citizens to bring in hazardous house hold materials for disposal. The dates of the fair will be announced in the Uinta County Herald.

For any materials they will not take at the fair, MRSI will take items to the Uinta County landfill and pay for them to be disposed of.

Sharps containers used for needles are brought into the main center. Taped, and disposed of at the Uinta County landfill.

## **TRAINING**

Training and education cannot be over emphasized as a means of learning a healthful and safe approach to employee work effort. Knowledge of the safety rules and how and when to function under the rules, supplemented by compliance, is essential to safety.

1. Employees scheduled for any safety and health training will attend such training.
2. New employees will be provided orientation training and will be furnished information covering the company health and safety policies, rules, and procedures. This orientation training must be provided prior to the employee's exposure to the work environment.
3. Individual job/task training will be provided to all employees. Included in this training are the applicable regulations/standards for their job; the recognition, avoidance, and prevention of unsafe conditions; areas and activities that require personal protective equipment; and how to use protective equipment (such as disposable glove, eye goggles, face masks, etc.).
4. As needed safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training maybe held in conjunction with the safety briefings/meetings addressed elsewhere in this program.
5. Various individual Wyoming Workers' Safety programs specify that training be provided to employees. Supervisors will ensure their employees are scheduled and provided this training as required. Examples of specified training include but not limited to:

Training addressed below will be documented in the employees' personnel records and/or in a master training record.

- Fire extinguisher training
- Fire Safety
- Oxygen Equipment care and use
- Hazard communication
- CPI
- Universal Precautions
- Defensive Driving
- Tuberculosis
- Bloodborne Pathogens
- PPE Use

## **HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL**

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors and all employees) to identify, report, and correct, all possible hazards. Employees are particularly important in this process as they are in the best position to identify hazards in the workplace and day-to-day operations. Reporting hazards is a protected activity and no action will be taken against anyone for identifying unsafe conditions. Reports should be made to a Department Director or supervisor for appropriate action.

This company has a procedure for conducting inspections of workplaces/jobsites for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident.

Formal safety and health inspections will be conducted under the following minimum timelines:

1. Safety Committee or Designee: Quarterly of all owned locations.
2. Annually outside consultants will inspect all facilities, Fire Department, Dept. of Agriculture (food safety), and OSHA, as requested.
3. The company's health and safety program will be reviewed at least annually.
4. Wyoming Workers' Safety - Technical Assistance, private consultation services, and insurance company representatives may conduct on-site consultation and inspections, if desired and requested.

After completing jobsite or facility inspections, the person making the inspection will:

1. Discuss findings with employees/persons responsible for creating the condition. Invite their comments, suggestions and aid.
2. Ensure recommended corrections/changes are transmitted to and discussed with the proper supervisor/person for correction.
3. Follow up on changes, corrections, and other actions necessary.
4. Provide copy of checklist to company health and safety person, along with statement of corrective actions taken or still required.

## **INSPECTION GUIDELINES**

This listing includes items, areas, and categories that may be looked at during health and safety inspections of the workplace and in the shop. It is generic and not all inclusive, but provides a guideline of areas to be surveyed or developed into a checklist for use during the inspection.

1. First aid safety and health equipment.
2. Posters, signs required by Wyoming Workers Safety and health and safety practices.
3. Accident reporting records.
4. Employee training provided, such as health and safety talks, worker orientation. Records maintained.
5. Equipment and tools (hand, power, welding, etc.): condition, use.
6. Protective guards and devices: availability, use, proper maintenance and operating condition.
7. Housekeeping: maintaining clean work areas, free of trash/debris accumulation, tripping, and slipping hazards.
8. Lighting: for adequacy and safety.
9. Sanitation: water, toilets for cleanliness and proper operation.
10. Ventilation for gases, vapors, fumes, dusts.

11. Availability of personal protective equipment.
12. Fire protection, prevention and control, use of fire protection equipment.
13. Storage of flammable and combustible liquids including service and refueling areas for vehicles.
14. Temporary heating devices.
15. Fall protection requirements: in place and in use.
16. Electrical system and devices; condition and use of cords; ground fault protection; circuit breaker panels; receptacles and switches.
17. Materials: handling equipment and elevators.
18. Ladders: condition and use.
19. Hazard communication program and safety data sheets (SDS).
20. Stairways: safety railings, condition.
21. Machines and equipment: condition, guards in place.
22. Other items as appropriate.

## **HEALTH AND SAFETY RULES**

In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.

The following are the primary Wyoming Workers' Safety occupational health and safety rules and regulations applicable to our operations that must be complied with by our company. A complete set of standards may be found in the WOHS Rules and Regulations for General Industry, 1910.

### ***GENERAL WORKPLACE SAFETY RULES***

1. Report unsafe conditions to your immediate supervisor.
2. Promptly report all accidents/injuries/incidents to your immediate supervisor.
3. Use eye and face protection where there is danger from flying objects or particles, (such as when bathing, oral hygiene, laundry, using chemical, grinding, chipping, burning and welding, etc.) or from hazardous chemical splashes.
4. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots.
5. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
6. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any

defective tools or equipment to your immediate supervisor.

7. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
8. Lockout or tag-out or disconnect power on any equipment or machines before any maintenance, un-jamming, and adjustments are made.
9. Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.
10. Practice good housekeeping at all times.
11. Training on equipment is required prior to unsupervised operation.
12. Compliance with all governmental regulations/rules and all company safety rules in the following sections are required.

### ***HOUSEKEEPING***

1. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
2. All work areas, floors, aisles, and stairways will be kept clean and orderly, and free of tripping and slipping hazards. Oils, greases, and other liquids will be immediately cleaned up if spilled.
3. Combustible scrap, debris, and garbage shall be removed from the all areas at frequent and regular intervals.
4. Stairways, walkways, exit doors, in front of electrical panels, or access to firefighting equipment will be kept clear of storage, materials, supplies, trash, and other debris at all times.
5. Overhead storage areas will be marked as to maximum load rating.

### ***FIRE PREVENTION***

1. All portable fire extinguishers will be conspicuously located, accessible, and maintained in operating condition. Portable fire extinguishers will receive an annual service check and a monthly visual inspection. These will be documented on the tag on the extinguisher or other form and tags on the fire extinguisher will be marked.
2. All employees must know the location of firefighting equipment in the work area and have knowledge of its use and application.
3. Exits will be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit will be marked as to their character or "Not An Exit".
4. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety container will be used.

5. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.
6. Fire extinguishers will be available at all times when utilizing heat-producing equipment.

## ***INDUSTIAL HYGIENE AND OCCUPATONAL HEALTH***

1. When no medical facility is reasonably accessible (time and distance) to the workplace, a person who has a valid certificate of first aid training and first aid supplies will be available at the workplace to render first aid.

## **PERSONAL PROTECTIVE AN RELATED EQUIPMENT**

1. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor. Equipment selection and wearing requirements are determined from this assessment.
2. Safety glasses, goggles, or face shields will be worn in those areas where there is a reasonable probability of injury to the eye from body fluids, flying particles, molten metal, chemicals /acids/caustics, or light radiation, or other eye hazards.
3. Foot protection will be worn where there is danger to the foot from falling/rolling objects, objects piercing the sole, possibility of foot being stepped on.
4. Hand protection is required when hands are exposed to body fluid, severe cuts/abrasions, chemical/thermal burns, or chemical absorption.
5. Appropriate gloves, aprons, goggles, and boots will be used when necessary for protection against body fluid and chemicals which could injure employees.
6. The use of safety harnesses and lanyards are required when working more than ten feet above a floor or ground level and there are no guardrails or other form of fall protection, and on certain suspended scaffolds. Each employee will be on a separate safety line, and this line will be adjusted so that the employee cannot fall more than six feet.

## **LOCKOUT/TAG-OUT PROGRAM**

1. Before any work or maintenance is performed on any machine, equipment, tool, electrical system, lawn mower, snow blower, or shredder, they will be made totally safe before work starts by removing any source of energy or power to them, such as electrical, air/hydraulic pressure, spring/stored energy, or thermal (heat/cold). For most things they can just be unplugged from the power source in order to make them safe to work on. The lawn mower or snow blower would need to have a spark plug removed so that they cannot accidently be started.

- The Lockout/Tag-out Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by all employees to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury.

Job Classification	Task/Procedure
Maintenance	Lockout/Tagout Procedure
Maintenance Asst	Lockout/Tagout Procedure
Direct Support Professionals	Lockout/Tagout Awareness
Administration	Lockout/Tagout Awareness

## **ELECTRICAL**

- Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing covering plates, etc., will be reported to supervisors for repair or replacement.
- Working and clear space around electric equipment and distribution boxes will be kept clear and assessable.
- Circuit breakers, switch boxes, etc. will be legibly marked to indicate its purpose.
- All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed.
- Electric cords and their strain relief devices will be in good condition, with no splices.
- Electric wiring/cords entering/exiting any panel/control/junction box will be secured with clamps or other appropriate strain relief device.
- Extension cords and other flexible cords will not be used in lieu of permanent wiring and receptacles. Cords will not be run through holes in doors, walls, windows, nor will they be fastened to walls, poles, equipment, etc.
- All lamps below seven feet used for general illumination will have the bulbs protected against breakage.

## **GUARDING**

- All flywheels, shafting, pulleys, belts, gears, sprockets, chains, and fan blades will be guarded/enclosed when located below seven feet above the floor or work platform.
- Guards installed on machinery and equipment, such as air compressors, conveyors, drill presses, etc., will not be removed when operating. Guards removed for servicing or other work on the machine or equipment will be immediately replaced upon completion of the work.
- Woodworking equipment, such as power saws, radial arm saws, table saws, nor portable abrasive grinders, will not be operated unless all required guards are in place. Feather boards and push boards will be used when necessary.

## **COMPRESSED GAS CYLINDERS**

1. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
2. Cylinders must be transported, stored, and secured in an upright position. They will never be left laying on the ground or floor, nor used as rollers or supports.
3. Cylinder valves must be protected with caps and closed when not in use.
4. Oxygen cylinders and fittings will be kept away from oil and grease. Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.
5. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

## **LADDERS**

1. Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be removed from service, and repaired or replaced. They will be tagged or marked as such.
2. Portable ladders will be placed as to prevent slipping, or if used on other than stable, level, and dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.
3. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
4. The top of a stepladder will not be used as step.
5. Only one person will be on a ladder at a time.
6. Ladders will be used only according to manufacturer specifications.

## **FLAMMABLE AND CUMBUSTIBLE LIQUIDS**

1. Only approved safety cans, original containers, or portable tanks will be used to store flammable or combustible liquids.

## **WELDING AND BRAZING**

1. Combustible material will be cleared for a radius of 35 feet from the area around cutting or welding operations. If the combustible material cannot be cleared or the work cannot be moved, then the welding/cutting will not be done.
2. Welding helmets and goggles will be worn for eye protection and to prevent flash burns. Eye protection will be worn to guard against slag while chipping, grinding and dressing of welds.
3. Welding screens will be used and in proper position to protect nearby workers from welding rays.

4. Cables, leads, hoses, and connections will be placed so that there is no fire or tripping hazards. Cables will not be wrapped around the welder's body.
5. Oxygen cylinders will be stored at least 20 feet from fuel gas cylinders, or separated by a noncombustible fire wall with a one-half hour rating at least five high.
6. Valve protection caps will be in place on cylinders not in use.
7. Ventilation is a prerequisite for welding in any confined spaces.

## **TOOLS**

1. Hand tools with broken/cracked handles, mushroomed heads, or other defects will not be used. Files will have handles installed.
2. Take special precautions when using power tools. Defective tools will be removed from service.
3. Power tools will be turned off and motion stopped before setting tool down.
4. Tools will be disconnected from power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.
5. Power saws, table saws, and radial arm saws will have operational blade guards installed and used. Anti-kickback teeth and spreaders will be used when rip sawing.
6. Portable abrasive side-winder grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
7. Pedestal grinders will be permanently mounted, tool rests installed and adjusted to within 1/8 inch of the wheel, tongue guards installed and adjusted to within 1/4 inch of the wheel, and side spindle/nut guards installed.
8. Air compressor receivers will be drained frequently to prevent buildup of water in the tank.
9. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
10. Any employee-furnished tools of any nature must meet all Wyoming Workers' Safety and ANSI requirements.

## **SAFETY RAILING AND OTHER FALL PROTECTION**

1. All open sided floors and platforms four feet or more above adjacent floor/ground level will be guarded by a standard railing (top and mid rail, toe board if required).
2. All stairways of four or more risers will be guarded by a handrail, or stair rails on the open side. Handrails or stair rails will be provided on both sides if the stairs are more than 44 inches wide.

3. When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.
4. Safety harnesses, belts, lanyards, lines, and lifelines may be used in lieu of other fall protection systems to provide the required fall protection.
5. Adjustment of lanyards must provide for a not more than a six foot fall, and all tie off points must be at least waist high.

## **HAZARD COMMUNICATION PROGRAM**

### ***GENERAL***

The following written hazard communication program has been established for Mountain Regional Services, Inc. This program, a listing of hazardous chemicals, and Safety Data Sheets (SDS), will be available at MRSI front desk, with maintenance personnel and available on [www.mrsi.org](http://www.mrsi.org) website (under the employment/HR tab).

### ***POLICY***

Education and training will be provided for all employees who may be or potentially may be exposed to hazardous chemicals in the work place. The training will be conducted prior to first exposure to the chemical (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the work place. All employees will be informed of the location of the written hazard communication program, chemical listing, and SDSs.

### ***CONTAINER LABELING***

The maintenance department will verify that all containers received for and used by this company are clearly labeled as to the contents and the appropriate hazard warnings. No containers will be released for use until the above data is verified.

Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information. DOT shipping labels on containers will not be removed until all residue has been removed from the container.

All employees who transfer hazardous chemicals into portable containers (such as bottles, spray bottles, parts cleaning cans, etc.) will ensure the containers are appropriately labeled and the contents identified.

### ***LIST OF HAZARDOUS CHEMICALS***

A list which identifies current hazardous chemicals present in the work place will be maintained, updated, and periodically reviewed. The list is cross-referenced to the SDSs. It is kept on the website and SDSs, and serves as an index to aid employees in identifying and locating necessary information.

## ***SAFETY DATA SHEETS***

It is the responsibility of the Maintenance Department and Safety Committee to obtain necessary SDS's for hazardous materials so a comprehensive SDS file can be maintained. SDS will be maintained in current status.

Copies of the SDSs for all hazardous chemicals to which employees may be exposed will be kept at front desk, the maintenance office and on MRSI's website [www.mrsi.org](http://www.mrsi.org) (under the employment/HR tab) and will be readily available for review to all employees during each work shift. Subcontractors working on the job site are required to bring copies of all SDS's for hazardous materials they are bringing on the job site to the employer's office so the information is accessible to all employees. It is preferable to have each subcontractor bring their hazardous communication program and SDSs in a binder labeled with the contractor's name and identified as a hazardous communication program. Upon leaving the job site and the removal of all hazardous materials, they may take their information with them. A recommendation is for employees to take a copy of the applicable SDSs to the medical facility if emergency treatment is necessary due to exposure.

## ***INFORMATION AND TRAINING***

Employees will be provided information on these training requirements, any operations in their work area where hazardous chemicals are present, and the location of the written hazard communication program, chemical listing, and safety data sheets.

Training may be either in the classroom or on-the-job, and presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards i.e. flammability or specific chemicals. Chemical-specific information must always be available through labels and SDS. Attendance will be documented.

Employee training will include at least the following:

- Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in the work area.
- The physical and health hazards of the chemicals in the work area.
- The measures employees can take to protect themselves from the hazards, such as in place work practices, emergency procedures, and personal protective equipment to be used.
- Details of the hazard communication program, including the labeling system.
- Safety data sheets and how employees can obtain and use the appropriate hazard information;
- If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be their responsibility to inform the employer prior to handling such material, so proper training can be given.

## ***NON-ROUTINE HAZARDOUS TASKS:***

Non-routine tasks will be contracted to a professional knowledgeable in the task. Employees of MRSI are not to perform any non-routine task.

## ***SUBCONTRACTORS AND OTHER EMPLOYEES***

Any contractors working in the company's facilities or job site will be informed of the written hazardous material program and where to locate SDS. It will be the responsibility of the employer to properly train his employees in the avoidance or emergency procedures for these materials.

## ***NEW CHEMICALS***

No employees will bring in any new chemicals without approval of the maintenance department so that an SDS can be obtained. This also allows the maintenance department time to make sure the chemical is safe and to update the lists of hazardous chemicals.



## BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

Mountain Regional Services, Inc.

Date of Preparation: November 10, 1998

Last review date: November 17, 2023

In accordance with the OSHA Blood borne Pathogens Standard, 1910.1030, the following exposure control plan has been developed:

### A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Blood borne Pathogens Standard, 1910.1030.

### B. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

1. All employees: e.g. Administrative, Direct Support Professionals (DSP), DSP Supervisors, Trainers, Maintenance Staff.

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

Job Classification	Task/Procedure
All staff working directly with participants.	Direct Participant Care
Direct Support Professionals	Helping with hygiene
Direct Support Professionals	Peri-care
Direct Support Professionals	Physical contact
Direct Support Professionals	Assisting with small wounds
Direct Support Professionals & Maintenance	House Keeping and laundry
Direct Support Professionals	Minor scrapes and cuts
Direct Support Professionals	Emergency situation
Administration Staff	Direct participant contact

### C. Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement.

#### 1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized:

Personal Protective Equipment, Sharps Containers, cleaning, disinfecting and decontaminating solutions for blood and body fluids, paper towels.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Sharps Containers, examined monthly by the staff assisting persons with a blood sugar lancet. Supervisors will ensure that PPE's cleaning/disinfecting/decontaminating solutions and paper towels are available at all times.

Hand washing facilities shall be made available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. (If hand washing facilities are not feasible, MRSI is required to provide either an antiseptic cleanser in conjunctions with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used the hands are to be washed with soap and running water as soon as feasible. MRSI must provide alternative to readily accessible hand washing facilities with a list of locations of facilities, tasks, and responsibilities to ensure maintenance and accessibility of these alternative.)

All employees shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and

running water.

All employees shall ensure that if employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as soon as feasible following contact.

## **2. Needles**

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. OSHA allows an exception to this if the procedure would require that the contaminated needle be recapped or removed and no alternative is feasible and the action is required by the medical procedure. If such action is required then the recapping or removal of the needle must be done by the use of a mechanical device or a none-handed technique. At this facility, recapping or removal is only permitted for the following procedures:

Crisis Intervention - One handed technique. Disposed into Bio-hazard Sharps Containers. Biohazard Sharps Containers are disposed of by maintenance department.

## **3. Containers for Reusable Sharps.**

MRSI does not use any reusable sharps.

## **4. Work Area Restrictions**

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods which will be employed at this facility to accomplish this goal are: **Daily use of Personal Protective Equipment.**

## **5. Specimens**

Specimen needs, are contracted out or persons are taken to the hospital for any lab work.

## **6. Contaminated Equipment**

If contracted the person is responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible. Equipment not decontaminated shall be tagged/labeled.

## **7. Personal Protective Equipment**

### **PPE Provision**

The Department Directors are responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Additional clothing shall be provided to any person whose clothing becomes contaminated while working. Proper laundry procedures would then be followed according to the health and safety policy.

### **PPE Use**

The Department Director or the DSP Supervisor shall ensure that the employee uses appropriate PPE unless the supervisor shows that employee temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker. When the employee makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

### **PPE Accessibility**

The COI/CH Director, the DSP supervisor or the maintenance department shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the work site or is issued without cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

### **PPE Cleaning, Laundering, and Disposal**

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to the employees. The employer at no cost will make all repairs and replacement to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area.

When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

### **Gloves**

Disposable Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

### **Eye and Face Protection**

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Examples of situations at this facility which would require such protection are: tooth brushing, flossing, assisting with toileting, peri care, etc.

Goggles and face masks are located in the First Aid Kits in each house and at the main center they are located at the front desk or in the PPE storage room.

### **Additional Protection**

Additional protective clothing shall be worn (such as disposable aprons) in instances when gross contamination can reasonably be anticipated. When there is a possibility of body fluids splattering on the employee for example while providing Peri-care or toileting.

## **8. Housekeeping**

This facility will be cleaned and decontaminated according to the following schedule:

AREA	SCHEDULE	CLEANER
MRSI Center	Daily	Cleaners used are listed on the website
Living Sites	Daily	Cleaners used are listed on the website

Decontamination will be accomplished by utilizing the following materials:

There is a listing of cleaners used at MRSI located in the appendix.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

Any broken glassware which may be contaminated will not be picked up directly with the hands.

## **9 Regulated Waste Disposal**

### **Disposable Sharps**

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are able to close, puncture resistant, leak proof on sides and bottom and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to personnel located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).

The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be able to close, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color coded to identify its contents.

### **Other Regulated Waste**

Other regulated waste shall be placed in containers which are able to close, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping.

The waste must be labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

Please Note: Disposal of all regulated waste shall be in accordance with applicable Federal, State, and Local regulations. (The DEQ is the controlling agency in Wyoming)

## **10 Laundry Procedures**

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Mountain Regional Services, Inc. practices Universal Precautions in the handling of all soiled laundry.

All laundry will be cleaned in the designated area for each Group/Living Site.

## **11. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-Up**

### **General**

Mountain Regional Services, Inc. shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident.

The Chief Executive Officer (CEO) shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

1. Made available at no cost to the employee;
2. Made available to the employee at a reasonable time and place;
3. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional. and
4. Provided according to the recommendations of the U.S. Public Health Service.

An accredited laboratory at no cost to the employee shall conduct all laboratory tests.

### **Hepatitis B Vaccination**

The CEO is in charge of the Hepatitis B vaccination program.

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign a waiver indicating their refusal.

If U.S. Public Health Service recommends a routine booster dose of Hepatitis B vaccine at a future date, such booster dose shall be made available.

### **Post Exposure Evaluation and Follow-up**

All exposure incidents shall be reported, investigated, and documented. When the employee incurs an exposure incident, it shall be reported to their immediate supervisor or the on-call supervisor. Supervisor will contact CEO regarding the exposure. Employee will fill out an exposure report.

Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred;
2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by State or Local law.

3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the CEO shall establish that legally required consent cannot be obtained. When law does not require the source individual's consent, the source individual's blood, if available, shall be tested and the results documented.
4. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
5. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
2. The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post exposure follow-up will be performed by a licensed physician designated by MRSI.

### **Information Provided to the Healthcare Professional**

The CEO shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided with the following:

1. A copy of 1910.1030; (While the standard outlines the confidentiality requirements of the health care professional, it might be helpful for the employer to remind that individual of these requirements.)
2. A written description of the exposed employees' duties as they relate to the exposure incident;
3. Written documentation of the route of exposure and circumstances under which exposure occurred;
4. Results of the source individuals blood testing, if available; and
5. All medical records relevant to the appropriate treatment of the employee including vaccination status.

### **Healthcare Professional's Written Opinion**

The CEO shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post exposure follow-up shall be limited to the following information:

1. A statement that the employee has been informed of the results of the evaluation; and
2. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**Please Note:** All other findings or diagnosis shall remain confidential and shall not be included in the written report.

## **12. Labels and Signs**

The universal biohazard symbol shall be used. The label shall be fluorescent orange or orange-red.

Red bags or containers may be substituted for labels, however, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction.

## **13. Information and Training**

The Human Resource Training Director shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee. The training will be interactive and cover the following:

1. A copy of the standard and an explanation of its contents;
2. A discussion of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the Mountain Regional Services, Inc. Bloodborne Pathogen Exposure Control Plan, (this program), and a method for obtaining a copy.
5. The recognition of tasks that may involve exposure.
6. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
7. Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs.
8. An explanation of the basis of selection of PPEs.
9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.

10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
11. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
12. Information on the evaluation and follow-up required after an employee exposure incident.
13. An explanation of the signs, labels, and color coding systems.

The person conducting the training shall be knowledgeable in the subject matter

Employees who have received training on bloodborne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

## **14. Record keeping**

### **Medical Records**

The CEO is responsible for maintaining medical records as indicated below. These records will be kept in the Human Resource Department.

Medical records shall be maintained in accordance with OSHA Standard 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

1. The name and social security number of the employee;
2. A copy of the employee's HBV vaccination status, including the dates of vaccination;
3. A copy of all results of examinations, medical testing, and follow-up procedures.
4. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

## **Training Records**

The CEO/designee is responsible for maintaining the following training records. These training records will be kept electronically.

Training records shall be maintained for three years from the date of training. The following information shall be documented:

1. The dates of the training sessions;
2. An outline describing the material presented;
3. The names and qualifications of persons conducting the training;
4. The names and job titles of all persons attending the training sessions.

## **Availability**

All employee records shall be made available to the employee in accordance with 1910.20.

All employee records shall be made available to the Assistant Administrator for Wyoming Workers' Safety and Compensation and the Director of the National Institute for Occupational Safety and Health (NIOSH) upon request.

## **Transfer of Records**

If this facility is closed or there is no successor or employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

## **15. Evaluation and Review**

The President is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed.

# TUBERCULOSIS CONTROL PLAN

Mountain Regional Services, Inc.

Date of Preparation: November 9, 1998

Latest review date: November 17, 2023

In accordance with CDC's and Wyoming, OSHA Rules and Regulations, the following control plan has been developed:

## A. Purpose

The purpose of this control plan is to:

1. Eliminate or minimize employee occupational exposure to TB;
2. Comply with CDC guidelines and Wyoming OSHA Rules and Regulations;
3. To provide guidelines that address ongoing exposure determination, screening, treatment, and prevention to reduce the risk of tuberculosis to employees in Wyoming/MRSI.

## B. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to TB. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category:

All staff employed at Mountain Regional Services Inc.

In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to TB, task or procedures that would cause these employees to have occupational exposure are also required to be listed. This is in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows:

JOB CLASSIFICATION	TASK/PROCEDURE
All staff	Direct person contact
Direct Support Professionals	Direct person care
Maintenance	Direct person contact & maintenance duties
Administrative Staff	Direct person contact

## **C. Implementation Schedule and Methodology**

OSHA also requires this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

### ***1. Compliance Methods***

Engineering and work practice controls will be utilized to eliminate or minimize exposure to the employees at this facility. Where occupational exposure remains after implementation of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized:

Use of necessary PPE's including but not limited to: Gloves, masks, gowns, and goggles.

The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Once a month the Supervisor (or Designee) of each House/Group will be responsible for ensuring that PPE's are available to the staff. In addition, the Supervisor (or Designee) will ensure that the PPE's are used appropriately so that they may be effective. The maintenance department will make sure that PPE's are ordered as needed and make sure that the PPE storage has an adequate supply of PPE available at all times. Annually, the Human Resource Training Department will give the staff additional training on the use of PPE's and welcome any comments or concerns staff may have.

### ***2. Persons that shall be screened***

1. All employees will complete a tuberculosis risk assessment upon hire and annually.
2. CDC guidelines for setting classified as Low Risk TB screening as appropriate following the CDC guidelines.
3. Appropriate referral to healthcare provider/public health if risk factors indicate further screening.
4. Annual education will be provided on TB risk factors, signs and symptoms and infectious policy and procedures.

## **D. Testing Procedure**

1. IGRA or TST for personnel when an exposure is recognized.
2. If that test is negative, another test will need to occur 8-10 weeks after the last exposure.

## **E. Employee Screening**

1. All employees will be screened for risk factors of TB and referred if indicated.
2. A facility risk assessment will occur annually to assess low risk status.

## **F. WORK AREA RESTRICTIONS**

Mountain Regional Services, Inc. is assessed as a low risk facility. Uinta County is considered a low risk county; however, in the event of an active case(s) MRSI will refer person(s) to their healthcare provider/public health for additional testing and treatment.

## **G. Record Keeping**

1. A record of employee testing results and treatment shall be maintained and made available to the OSHA compliance officer at the time of inspection.
2. A record of employee exposure to tuberculosis shall be maintained and made available to the OSHA compliance officer at the time of inspection.

## TRAINING

1. Intake
  - a. Timestar Orientation
  - b. Form I-9 Employee Information Sheet
  - c. (I-9 form) Employment Eligibility Verification
  - d. Lists of Acceptable Documents
  - e. Form W-4
  - f. IRS Notice 797
  - g. MRSI Emergency/Personal Information
  - h. MRSI Retirement Plan Signature Sheet
  - i. MRSI Premium Only Plan
  - j. MRSI Retirement Information
  - k. Authorization to pick up paycheck
  - l. EEO-1 Survey Information Request
  - m. Drug Screening Acknowledgement
  - n. Employee Rights and Responsibilities (FMLA)
  - o. Leave of Absence Acknowledgement
  - p. MRSI Part time guidelines
  - q. MRSI Staffing Policy and Procedures/Calling in Guidelines
  - r. MRSI Job Description
  - s. Missed Punch
  - t. MRSI Exclusive Savings
  - u. TB Risk Assessment
2. Orientation 101
  - a. Fingerprints
  - b. Noncriminal Justice Applicant's Privacy Rights
  - c. MRSI Extensions List
  - d. Name Badge
  - e. Employee Acknowledgement Form for Employee Guidelines
  - f. Staff Confidentiality Statement of Understanding
  - g. Employee Notice of Privacy Acknowledgement (HIPAA)
  - h. HIPAA Training (Power Point Presentation)
  - i. MRSI four categories of employment
  - j. Negotiating Relationships
  - k. Boundaries Training (Power Point Presentation)
  - l. Tuberculosis Training (Power Point Presentation)
  - m. Tuberculosis Training Objectives
  - n. Tuberculosis Quiz
  - o. Sexual Harassment Training (Power Point Presentation)
  - p. Sexual Harassment Test
  - q. Staff Orientation Acknowledgment Form
  - r. Chain of Command
  - s. Universal Precautions (Personal Protective Equipment)
  - t. Blood borne Pathogens Training (Video)
  - u. Blood borne Pathogens Training Objective
  - v. Blood Borne Pathogens Test
  - w. Hep B Vaccination/Vaccine Declination
  - x. Video Training Log
    - i. Blood borne Pathogens Training
    - ii. Defensive Driving

- iii. Epilepsy & Seizure Disorders
    - iv. Peri Care
    - v. Fires Safety
  - y. Hazardous Communication Training (Power Point Presentation)
  - z. Hazard Communication Training
  - aa. Abuse, Neglect, Abandonment and Exploitation (Power Point Presentation)
  - bb. Critical Incident Reporting Review
  - cc. Code of Ethics
  - dd. Absence or Tardiness for DSP
  - ee. Status Change Request Form
  - ff. Group Insurance acceptance/waiver
  - gg. Insurance packages
  - hh. MRSI Attendance Log
- 3. Job Shadowing
  - a. New staff will shadow a staff who has been trained, over the age of 18 and successfully passed a background check.
  - b. New Staff will shadow with the staff doing day to day job functions and routines.
  - c. New staff will train on participant Individual Plans of Care and complete Participant Specific Training Forms.
  - d. Job shadowing occurs until formal training can be completed and they have successfully passed a background check. Trainee's are not allowed to be alone with participants however can perform their duties in a limited capacity.
  - e. While shadowing they will complete their Adult Day Service/Community Living Service training.
  - f. ADS/CLS Training Packet consists of:
    - i. Welcome Letter
    - ii. How do you to report a Complaint (Grievance)
    - iii. Participants Rights/Restrictions have been reviewed
    - iv. Participant Handbook and Participants Grievance Procedure
    - v. Guidelines for Reporting Critical Incident
    - vi. Weekly Planning Curriculum
    - vii. Restraint Guidelines
    - viii. Fire Extinguisher & First Aid Kits locations have been shown and explained
    - ix. House portfolio location has been explained
    - x. Three Ring Binder has been explained
    - xi. Chores have been explained
      - 1. Participant Chores
      - 2. Staff Chores
      - 3. Hazardous Materials (Chemicals)
      - 4. Staff Chore List
    - xii. Pre-billing Quiz
      - 1. IPC Summary
      - 2. ADS/CLS Billing explained
      - 3. Electronic signature and password
      - 4. Home Visits, and Errors
    - xiii. IPC Quiz is given
      - 1. POC MOD (Plan of Care Modification)
      - 2. Health and Safety Memo
      - 3. IPC Training Summery's
      - 4. List Initials of completed PSTF (Participant Specific Training Form)
    - xiv. Meal preparation
      - 1. Menu Books
      - 2. Cooking duties (who's assigned?)
      - 3. Special Diets
      - 4. Portion sizes
      - 5. Clean up
      - 6. Monthly Menu Checkoff Sheet

- xv. Money
  - 1. Receipts
  - 2. Check Requests
- xvi. Outings
  - 1. Coordinate with schedule
  - 2. Where to record outings (Therap ISP Data)
- xvii. Using a company vehicle.
  - 1. Checking out vehicles
  - 2. Checking in and out keys
  - 3. Refueling vehicles
  - 4. Filling out Vehicle Check out Sheet
  - 5. MRSI Vehicle Safety Training
- xviii. Transportation Logs
- xix. Recommended curfew explained
  - 1. Sunday-Thursday: 10:00 PM
  - 2. Friday, Saturday, Holidays: 2:00 AM
  - 3. In rooms until 7:00 AM
- xx. Curriculum is explained & How to sign in Participants in
- xxi. Participants Schedules
- xxii. Psychiatric clinic is explained
- xxiii. Health and Safety Practices
- xxiv. Calling in for a shift
- xxv. Clocking In/Out
- xxvi. Break Times
- xxvii. Seizure Reporting
- xxviii. Assisting
- xxix. Perineal Care
  - xxx. Grooming Assistance –Bathing
  - xxxi. Oral Hygiene - Denture Care
  - xxxii. Oral Hygiene - Brushing/Flossing
  - xxxiii. Oxygen/Nebulizer’s are explained (Only MAT DSP’s are allowed to give medication)
  - xxxiv. Transfer Gait Belt has been explained
  - xxxv. Guidelines for ISP Behavior Tracking and GER
  - xxxvi. T-Logs
  - xxxvii. Staff injury Reports
  - xxxviii. Staff Exposure Reports
  - xxxix. Staff Assignment Sheets
    - xl. 24 Hour Reports (The Pink Sheets)
    - xli. Leave with/without Pay
    - xlii. Missed Punch
    - xliii. Medication Guidelines
    - xliv. Repair Requests
    - xlv. MRSI Official Request Form
- g. Supervisor/Designee will use ADS/CLS training book for training new hired staff.

4. Nonviolent Crisis Intervention Training Program

- a. Module 1: The CPI Crisis Development Model
- b. Module 2: Integrated Experience
- c. Module 3: Communication Skills
- d. Module 4: Responding to Defensive Behaviors
- e. Module 5: Safety Interventions
  - i. Disengagement Skills
- f. Module 6: Introduction to restrictive Interventions
- g. Module 7: Decision Making

- i. Holding Skills
  - h. Module 8: Post Crisis
- 5. Heartsaver First Aid CPR AED (American Heart Association)
- 6. Therap Training
- 7. Restraint Guidelines
- 8. Assisting Video
- 9. American Heart Association CPR and First Aid
- 10. Orientation 102
  - a. Training Packet
    - i. Training on: Individual Plans of Care; Individual Plans of Care; Abuse, Neglect, Exploitation and Abandonment; Reporting Critical Incidents; Behavior Tracking and GER's
    - ii. Completing ISP Data Behavior Tracking and General Event Report (GER)
    - iii. Adult Day/Community Living Overview
    - iv. New Hire Questionnaire
  - b. Training Presentation
    - i. MRSI Tablet
      - 1. Bookmarks
      - 2. Training Folders
    - ii. Therap
    - iii. Training Video on Billing
    - iv. Participant Schedules
    - v. Training Video ISP Data
    - vi. Training Video T-logs
    - vii. What is the purpose of an IPC
      - 1. What are rights and restrictions
    - viii. Positive behavioral support plans
    - ix. Guidelines for completing ISP and GER
    - x. Assisting Video
    - xi. MRSI.ORG becoming familiar with our website
    - xii. Boundary violations
    - xiii. Informed Choice
    - xiv. Person Centered Planning
    - xv. Diversity/Cultural Competency
    - xvi. Preventing Harassment
    - xvii. Mental Illness
    - xviii. Preventing, Recognizing, and Reporting abuse, neglect, and exploitation
    - xix. Emergency Disaster
  - c. Attendance log for Orientation 102
- 11. Annual Re-Certification
  - a. Nonviolent Crisis Intervention Training Program
    - i. Unit I: The CPI Crisis Development Model
    - ii. Unit II: Nonverbal Behavior
    - iii. Unit III: Paraverbal Communication
    - iv. Unit IV: Verbal Intervention
    - v. Unit V: Precipitating Factors, Rational Detachment, Integrated Experience
    - vi. Unit VI: Staff Fear and Anxiety
    - vii. Unit VII: CPI's Personal Safety Techniques
    - viii. Unit VII: Nonviolent Physical Crisis Intervention and Team Intervention
    - ix. Unit IX: Situational Role Plays
    - x. Unit X: Postvention
  - b. OSHA
    - i. Notice of Privacy Practices Acknowledgment
    - ii. Professional Boundaries

- iii. Mental Illness
  - iv. Preventing Harassment and Sexual Harassment
  - v. Diversity/Cultural Competency
  - vi. Hazardous Materials
  - vii. Blood Borne Pathogens
    - 1. Universal Precautions
  - viii. Personal Protective Equipment
  - ix. Informed Choice
  - x. Person Centered Planning
  - xi. Tuberculosis
  - xii. Emergency Disasters
  - xiii. Critical Incident Reporting
  - xiv. Billing and Documentation
    - 1. Cybersecurity
    - 2. Therap
    - 3. Participant Specific Training
    - 4. IPC's and Positive Behavioral Support Plans
    - 5. Client Safety
    - 6. Grievance and Complaints
  - xv. Fire Safety Video
  - xvi. Driving Safety Video
  - xvii. Seizure Video
12. Re-Certification every two years
- a. Heartsaver First Aid CPR AED (American Heart Association)
  - b. Medication Assistance Training (DDD Wyoming Department of Health)
    - i. Staff are selected to become medication assistant trained.

G:\DATA\SHARED\Training Overview 2023  
Updated : FEB2023