

# VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

**TITLE: Universal Precautions Training**

**POLICY NUMBER: SH03**

## **Policy Statement:**

All classified, contractual, and wage employees will receive information and training on universal precautions within ten (10) days of initial employment. Each employee will be informed of the universal precautions reporting plan and will be given the opportunity to review and receive a copy of the plan. After completion of the training, each employee will be provided the opportunity to receive the Hepatitis B vaccine series at no cost to the employee. The vaccine consists of a series of three injections over a six month period. Each employee will be asked to sign either a consent form requesting immunization of Hepatitis B or a declination form. Should the employee choose to decline the vaccine, the employee will be informed that they may request the vaccine at a later time during their employment at VSDB.

OSHA/VOSH 1910.1030 Bloodborne Pathogens Standard  
VAC 32.1 – 45.1 H-L  
29 CFR 1910.20

## **Procedure:**

1. All medical records, including vaccination records, must be kept confidential. Employee medical reports and other medical information are kept separate from employee personnel files in the Human Resource Department. Records must be maintained for the duration of employment plus 30 years in accordance with OSHA standards.
2. Employee medical records required under OSHA/VOSH1910.1030 shall be provided upon request for examination, copying to the subject employee, and to the Commissioner of the Virginia Department of Labor and Industry in accordance with 29 CFR 1010.20.
3. The Student Health Center serves as a resource for the development and implementation of the Universal Precautions policy and training for VSDB regarding “Occupational Exposure to Bloodborne Pathogens: Final Rule (1992).”
4. The training is designed to protect persons who may be exposed to blood or body fluids of VSDB students or employees and how to apply the concepts of universal precautions and infection control.
5. Training records will be maintained by the Human Resource Office for three (3) years from the date training occurred. Training records shall be provided upon request for examination and copying to employees, to employee representatives, and to the Commissioner of the Virginia Dept. of Labor and Industry in accordance with 29 CFR 1910.20.

**Rescission:** Effective Date: June 2015  
BOV Approved: June 8, 2016; Revised: August 1, 2022