

MONDAY MORNING SAFETY MEETING

DATE: October 30, 2017

TIME: 7:37 AM

The meeting was held at Grayson Rural Electric Cooperative Corporation.

Those attending are on the attached sign-in sheet.

Meeting was opened by Kyle Clevenger.

The invocation was given by Robert Brown.

Priscilla Sparks, Executive Assistant, was in charge of the meeting.

Nancy Madden went over **Bloodborn Pathogens** exposure control plan and asked employees questions.

Kyle Clevenger requested everyone to be careful and watch for slips, trips and falls.

The meeting was adjourned at 7:55 am.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Nancy Lea Madden".

Nancy Lea Madden

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION

BLOODBORNE PATHOGENS

EXPOSURE CONTROL PLAN FOR COLLATERAL JOBS

PURPOSE: The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials as detailed in the Bloodborne Pathogens standard.

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. 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:

Willis Barker, Mechanic  
Michael Blevins, Maintenance Leadman  
Tony Brewer, 4<sup>th</sup> Year Apprentice Lineman  
Robert Brown, Geographical Information System Technician  
Steven Burton, First Class Lineman  
Steve Bush, First Class Meterman  
Kyle Clevenger, Manager of Operations  
Richard Easton, Maintenance Leadman  
Cheyenne Holbrook, Maintenance Lineman  
Mark Hutchinson, Maintenance Lineman  
Roger Kitchen, Warehouseman  
Donald Martin, Groundman  
Michael Martin, Assistant Manager of Operations  
Shane McDavid, First Class Lineman  
Scott McGuire, Meterman Third Class  
Chris Mosier, Maintenance Leadman  
Michael Reynolds, Maintenance Leadman  
Ryan Rice, First Class Lineman  
Bryan Rogers, First Class Linemen  
Joe Sargent, Engineering Party Chief  
Scott Speaks, Engineering Party Chief  
Justin Staniford, Third Year Apprentice Lineman  
Herbie Steagall, Construction Leadman  
Jamie Withrow, Construction Leadman

At this facility all employees are certified in Safety and First Aid as prescribed by the American & Health

Institute. First Aid Responders will be the senior employee on the scene.

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

**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. Handwashing facilities are also 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. At this facility handwashing facilities are located: 1st floor employee restrooms located in the hallway across from the meeting room; 2nd floor women's and men's restroom located in the hall across from the stairway; In the "doghouse" area, women's and men's restrooms located in the garage building.

After 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 water. If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

**WORK PRACTICES:** 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.

**PERSONAL PROTECTIVE EQUIPMENT:** 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.

Protective clothing will be provided to employees in the following manner: Gloves, protective eye wear, resuscitation devices and facial masks are contained in a waterproof kit located in each Cooperative vehicle, as well as with stationary First Aid Kits in the office . In order to replenish this kit, contact **Nancy Madden**.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. The following protocol has been developed to facilitate leaving the equipment at the work area: All personal protective equipment will be placed in a separate plastic garbage bag from the other garbage.

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. Gloves will be available from: The bloodborne pathogen kit located in each Cooperative vehicle and stationary kit in the office. If gloves are not contained in this kit, please alert **Nancy Madden** before a situation occurs. Disposable gloves used at this facility are not to be washed or decontaminated for reuse 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.

**HOUSEKEEPING:** Decontamination of areas which have been contaminated with blood or other potentially infectious material will be accomplished by utilizing the following materials: Fresh bleach solutions (bleach and water) or "VoBan" absorbent. These are located in the main building in the janitorial closet by the front entrance area and in the mechanic's garage over the hill from headquarters. All contaminated work surfaces will be decontaminated as soon as feasible.

**HEPATITIS B VACCINE:** All employees who have been identified as having exposure to blood or other potentially infectious material will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered to employees as soon as possible, but in no event later than 24 hours, to all unvaccinated first aid responders who have rendered assistance in the first aid incident involving the presence of blood or other potentially infectious material regardless of whether the employee has actually incurred an exposure incident as defined by the standard. All incidents of first aid will be reported by the end of the workshift to **Priscilla Sparks**.

Employees who decline the Hepatitis B vaccine will sign a waiver which states: "I understand that due to my occupational exposure to blood or other potentially infectious material I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me." Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. **Nancy Madden** is the employee who has the responsibility for assuring that the vaccine is offered and that the waivers are signed. The vaccination will be purchased from a local medical doctor and administered at the Carter County Health Department.

**EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS:** When the employee incurs an exposure incident, it should be reported to **Priscilla Sparks** who has the responsibility to maintain records of exposure incidents or **Nancy Madden** who has the responsibility for assuring procedure was followed and, in the case that vaccination has not been administered, offering a post-exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following: Documentation of the route of exposure and the circumstances related to the incident; if possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity; results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual; 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 at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken and the blood sample discarded; the employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U. S. Public Health Service; the employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel. The following persons having been designated to assure that the policy outlined here is effectively carried

out as well as to maintain records related to this policy are: **Priscilla Sparks and Nancy Madden.**

A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances: (1.) When the employee is sent to obtain the Hepatitis B vaccine; (2.) Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to: (1.) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident; (2.) That the employee has been informed of the results of the evaluation, and (3.) That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

**TRAINING:** Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner: **Nancy Madden** will conduct an update session with employees annually at a Monday morning "tailgate" session and also with interoffice employees. This will be a lecture type session with questions and answers provided.

Training for employees will include the following : an explanation of the OSHA standard for Bloodborne Pathogens; Epidemiology and symptomatology of bloodborne diseases; Modes of transmission of bloodborne pathogens; This Exposure Control Plan; Procedures which might cause exposure to blood or other potentially infectious materials at this facility; Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials; Personal protective equipment available at this facility and who should be contacted concerning; Post Exposure evaluation and follow-up; signs and labels used at the facility; Hepatitis B vaccine program at the facility.

**RECORD KEEPING:** All records required by the OSHA standard will be maintained by **Priscilla Sparks** ensuring that the confidentiality requirements of the standard will be met.

Safety Meeting

October 30, 2017

"I understand that due to my occupational exposure to blood or other potentially infectious material I may be at risk of acquiring Hepatitis B virus (HBV) infection as a first responder.

I am fully aware of and familiar with the Grayson RECC Bloodborne Pathogens Exposure Control Plan for Collateral Jobs. I understand the precautions and procedures included in this plan and will do everything in my power to follow this plan as completely as possible when faced with an emergency situation that includes possible contact with blood or other potentially infectious materials as we have reviewed today.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Yes, I would like the vaccine.

No, I would not like the vaccine.

I have previously taken the vaccine, provided by the Cooperative.

I have previously taken the vaccine, Not provided by the Cooperative

# Grayson RECC Safety Meeting Roster

Date 10-30-17

## OUTSIDE

Willis Barker	Mechanic
Michael Blevins	Maintenance Leadman
Tony Brewer	4th Year Apprentice Lineman
Steven Burton	First Class Lineman
Steve Bush	Meterman First Class
Richard Easton	Maintenance Leadman
Cheyenne Holbrook	Maintenance Leadman
Mark Hutchinson	Maintenance Leadman
Roger Kitchen	Warehouseman
Donnie Martin	Groundman
Shane McDavid	First Class Lineman
Scott McGuire	Meterman 2nd Class
Chris Mosier	Maintenance Leadman
Mike Reynolds	Maintenance Leadman
Ryan Rice	First Class Lineman
Bryan Rogers	First Class Lineman
Joe Sargent	Engineering Party Chief
Scott Speaks	Engineering Party Chief
Justin Staniford	3rd Year Apprentice Lineman
Herbie Steagall	Construction Leadman
Jamey Withrow	Construction Leadman

Handwritten signatures for the OUTSIDE staff, including Willis Barker, Michael Blevins, Tony Brewer, Steven Burton, Steve Bush, Richard Easton, Cheyenne Holbrook, Mark Hutchinson, Roger Kitchen, Donnie Martin, Shane McDavid, Scott McGuire, Chris Mosier, Mike Reynolds, Ryan Rice, Bryan Rogers, Joe Sargent, Scott Speaks, Justin Staniford, Herbie Steagall, and Jamey Withrow.

## INSIDE

Anita Bellew	Member Service Representative
Rebecca Bender	Member Service Representative
Robert Brown	Geographical Information System Technician
Sherry Buckler	Mgr of Accounting & Human Resources
Kim Bush	Mgr of Marketing & Member Services
Bradley Cherry	Mgr of Finance & Accounting
Kyle Clevenger	Manager of Operations
Sherry Conley	Member Service Representative
Carol Fraley	President & CEO
Caitlin Hutchinson	Division Secretary, Accounting & Finance
Julie Lewis	Member Service Secretary
Joan Litteral	Payroll/Bookkeeper
Nancy Madden	Division Assistant of Operations
Mike Martin	Asst. Manager of Operations
Andrea McCleese	Technical Services Supervisor
Brian Poling	Mgr of Technical Services
Tina Preece	Member Service Energy Advisor
Sue Roberts	Customer Representative/Cashier
Peggy Skaggs	Division Assistant Technical Services
Priscilla Sparks	Executive Assistant
Marsha Thacker	Plant Accountant
Peggy Wells	Member Service Representative
Janet Whitt	Member Service Representative

Handwritten signatures for the INSIDE staff, including Anita Bellew, Rebecca Bender, Robert Brown, Sherry Buckler, Kim Bush, Bradley Cherry, Kyle Clevenger, Sherry Conley, Carol Fraley, Caitlin Hutchinson, Julie Lewis, Joan Litteral, Nancy Madden, Mike Martin, Andrea McCleese, Brian Poling, Tina Preece, Sue Roberts, Peggy Skaggs, Priscilla Sparks, Marsha Thacker, Peggy Wells, and Janet Whitt.