The Occupational Safety and Health Act (OSHA) standards require all human blood and certain human body fluids to be treated as if known to cause infections for human immunodeficiency virus [HIV], hepatitis B virus [HBV], hepatitis C virus (HCV) and other blood borne pathogens (also known as Universal Precautions). The College shall comply with all requirements set forth in 29 CFR 1910.20.

Additionally, the College is required to maintain an Exposure Control Plan designed to eliminate or minimize employee exposure to these diseases. The College shall review the Exposure Control Plan annually and update the Plan as necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The President is authorized to identify job classifications that are considered at-risk positions under this policy. All new hires in any of these classifications will be required to have exposure control training and will be offered the Hepatitis B (HBV) vaccination as a condition of hire.

Training Records

Training records on all employees shall be kept on file in the Human Resources Department and shall include the following: dates of the training sessions, contents of the training sessions, names and qualifications of persons conducting the training sessions, and names and job titles of all persons attending the training sessions. The training records shall be kept on file for three (3) years from the time the training occurred.
The College shall make available upon request the training records to the Assistant Secretary of Labor for Occupational Safety and Health, the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or their designated representative for examination and copying. These records shall also be made available upon request to employees and their representative(s) for examination and copying, in accordance with 29 CFR 1910.20(h).

The College shall also comply with the requirements involving transfer of records set forth in 29 CFR 1910.20(h).

### Medical Records

The College shall maintain accurate records for each employee with occupational exposure in the Human Resources Department and in accordance with 29 CFR 1910.20.

The College shall maintain complete confidentiality of the employee's medical records and will not disclose or report without the employee's written consent to any person within or outside the workplace except as required by 29 CFR 1910.20 or as may be required by law.

The College shall maintain these records for at least the duration of employment plus thirty (30) years in accordance with 29 CFR 1910.20.