

<i>The Town of Fort Frances</i>	<b>SECTION</b> HEALTH AND SAFETY
<b>COMMUNICABLE DISEASE</b>  <b><u>POLICY</u></b>	<b>REVISED</b> September 2004
Resolution No. 343 (consent) 09/04	Supercedes Resolution No.
Policy Number 5.11	<b>PAGE 1 of 3</b>

## 1. POLICY

The Corporation shall assist employees in safeguarding themselves from communicable diseases to which they may be exposed in the workplace through the provision of operating procedures, personal protective equipment, education, awareness, and immunization programs as are appropriate.

The Corporation recognizes that certain occupational groups within its workforce are at greater risk of being exposed to a communicable disease. Accordingly, specific immunization programs shall be developed and delivered for these groups.

## 2. OBJECTIVE

The objective of this policy is to reduce or eliminate employee risk of a job related exposure of a communicable disease through operating procedures, personal protective equipment, education and awareness.

## 3. INTRODUCTION

These guidelines provide for the identification of employees at risk, implementation of operating procedures, provision of personal protective equipment, and education and awareness of employees. The ongoing evaluation of risk is also included.

Communicable disease is any disease where the causative agents may pass or be carried from one person, animal, or bird or another directly or indirectly.

## 4. IDENTIFICATION OF EMPLOYEES AT RISK

The Joint Health and Safety Committee in consultation with Divisions shall identify on an on-going basis all employee groups who are at high risk of exposure to communicable disease as referenced in the "Guide to Immunization for Canadians".

## **5. OPERATING PROCEDURES**

Divisions shall ensure that safe operating procedures are developed, implemented, and maintained to minimize the risk of contracting communicable diseases which employees may be exposed to. Such procedures shall include the provision of personal protective equipment where needed and education of employees about these procedures.

## **6. PERSONAL PROTECTIVE EQUIPMENT**

Divisions shall ensure that personal protective equipment is provided to employees in accordance with the Town of Fort Frances Personal Protective Equipment Policy and Guidelines, and where identified by the operating procedures of the work unit, where applicable.

## **7. EDUCATION**

An awareness component on communicable diseases will be provided to all employees. The component will include HOW the particular disease is transmitted, WHO is at risk of contracting the disease and, WHAT can be done to reduce the risk of contracting the disease. This component will be delivered in accordance with the Occupational Health and Safety Education program.

## **8. IMMUNIZATION PROGRAM**

The Joint Health and Safety Committee will work with the Divisions to develop an appropriate immunization program for high-risk employee groups.

The Immunization Program may include:

- A. An educational component,
- B. Vaccination,
- C. A complete record of all individuals receiving a vaccine to be maintained.

This record will include:

- A. Employee name/number
- B. Name, type, dose, manufacturer and lot number of vaccine given, site, method and date of administration

When a vaccine is required the Human Resources Manager shall be responsible to:

- A. Ensure the loading dose for the specific immunization program is administered and
- B. Advise the employee and their department when a booster dose is required.

The employee will be responsible to obtain any required booster doses. All employees are responsible to maintain their immunization record of all booster doses.

Should an employee choose not to participate in the immunization program they shall indicate this on the consent form provided.

Divisions shall maintain current employee lists and notify the Joint Health and Safety Committee when;

- A. A new employee is hired into a high risk group and/or;
- B. Employees previously on an immunization program cease to work in the high-risk group.

All costs incurred for the specific immunization program shall be the responsibility of the employing Division.

**9. ONGOING EVALUATION OF RISK**

- A. When the incidence of a particular communicable disease falls, perhaps as a result of widespread use of an immunizing agent, Joint Occupational Health and Safety shall review the need for continuation of the activities outlined in this policy and guidelines concerned for continuation or cessation in consultation with divisions.
- B. When the incidence of a particular communicable disease raises the need for the activities outlined in this policy and guidelines including identification of employees at risk, Joint Occupational Health and Safety shall review the need in consultation with divisions.