



PERSONNEL — SECTION 300

NUMBER: **395**

SUBJECT: **HEPATITIS B RECORDS PROCEDURE**

LAST REVIEWED: 7/8/2022

EXECUTIVE COMMITTEE APPROVAL: 8/8/2022

FACULTY MEETING REVIEW:

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395.1 PROCEDURE

1.1 In an effort to ensure the health and safety of all MTECH employees and guests, the College has a Hepatitis B Vaccine Records Procedure that is in compliance with OSHA standards and recommendations.

1.2 As per the [OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030](#), any workers who may come in contact with blood or other potentially infectious materials (OPIM), as defined in the standard, are at risk of being infected.

1.3 Mountainland Technical College makes the Hepatitis B vaccine series available to all full time employees through the College health insurance plan, and provides a voucher for all part time employees to get the vaccine at the Utah County Health Department, at no cost to them. Vouchers can be obtained by contacting the Director of Human Resources jbrowning@mtcc.edu

1.4 All MTECH employees who work in the Healthcare departments, the Cosmetology department, First Responders, or the Facilities departments, may come in contact with blood or OPIM and should be vaccinated against the virus. To ensure immunity, it is important for individuals to complete the entire course of vaccination contained in the US Public Health Service (USPHS) recommendations.

1.5 Employees should send vaccination records to the Director of Human Resources, who will upload them into a secure location in iSolved. This information becomes a permanent part of the employee file.

1.6 A waiver is available for an employee in the above listed departments who refuses the vaccination. The waiver should be signed and dated, and then sent to the Director of Human Resources, who will upload it into a secure location in iSolved. This information becomes a permanent part of the employee file.