

**MARION COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

Sponsoring Department:
Risk Management

**SUBJECT: WORK-RELATED PREVENTATIVE VACCINATIONS, MEDICAL
EXAMINATIONS AND REQUIRED RECORD KEEPING**

1.0 Purpose

This policy will clarify when departments will provide preventative vaccinations and medical evaluations which are not related to a Workers' Compensation claim, but are required by a department or other regulatory agency, and required record keeping.

2.0 General Policy

Preventative vaccinations shall be provided for employees with potential exposure to blood or other potentially infectious materials as per the Bloodborne Pathogen Policy. Post-exposure vaccinations and screening for TB, Tetanus and Hepatitis shall be provided by each department as an operating expense when an employee has had exposure during the course of work. Vaccinations will be paid if employees are determined to be high risk as per the Bloodborne Pathogen Policy. Departments may provide preventative vaccinations on a case-by-case basis as determined by the departmental risk evaluation. Employees who decline to receive the vaccination(s) shall sign a waiver statement noting their refusal to be vaccinated. These exposures shall not be considered as workers' compensation claims unless an illness develops out of a work-related incident.

Medical evaluations which are not related to a workers' compensation claim, but are required by the department or other regulatory agency shall be paid by the department. Examples include, but are not limited to, CDL (Commercial Drivers' License) requirements, audiometric exams, pulmonary lung tests related to respiratory protection, and asbestos physicals for those whose duties include asbestos abatement. Each department shall consider these items the same as providing safety equipment and personal protective gear.

Departments shall retain medical records not related to workers' compensation until the specific employee(s) has terminated employment.

3.0 Policy guidelines/procedures:

- a. Risk Management does not assess departments for the expenditures addressed in this policy.

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- b. Departments shall be responsible for developing procedures for providing vaccinations and medical evaluations for their specific medical needs.
- c. OR-OSHA and ADA require that all medical records obtained shall be kept confidential and separate from personnel records. Medical records shall include any record of an incident denoting exposure to a disease or hazardous substance. Each department shall make provisions to properly keep these records. Access shall be limited to the employee or his/her designated representative, the employer, or OSHA when a written access order has been provided. The record(s) shall be kept by each department until the termination of employment by the employee. The department shall then send the file to Risk Management. Risk Management shall periodically forward these records to the County Clerk for storage according to applicable state and federal statutes.
- d. Risk Management shall serve as a resource to departments regarding these procedures. Risk Management will assist in coordination with the Health Department or other entities for provision of vaccinations or medical evaluations at the least cost available. Requirements for OR-OSHA and ADA as it relates to workers' compensation and incident report forms will be coordinated with individual departments by Risk Management.

Adopted: 1/93
Reviewed: 1/96