

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Employee Health and Safety Policy	Effective date	Revised
Number: 3.09	March 17, 2003	

The Department of Natural Resources seeks to protect our employee's health and safety as staff may be exposed to various chemicals, materials and situations that are harmful.

REFERENCES

40 CFR 311 Protection of the Environment, Worker Protection

RSMO 287 Workers' Compensation Law

RSMO 195 Drug Regulations

RSMO 292.650 Health and Safety of Employees, Hepatitis B Immunizations for Risk Employees

RSMo 303.040 Motor Vehicle Accidents to Be Reported

RSMO 254 Peace officers

RSMO 537.037 Emergency Care, no civil liability, exceptions

Related DNR Policies

Employee Records 1.03

Risk Management Committee 3.10

Worker's Compensation 5.09

Related DNR resources

DNR Risk Management Committee

Related divisional policies

Medical Monitoring Policy and Standard Operating Procedures for Medical Monitoring Program, Division of Environmental Quality

Standard Operating Procedures for the Maintenance of Medical Monitoring Records, Division of Environmental Quality

Hepatitis A Preventative Vaccine Policy, Division of Environmental Quality

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Individual Park and Historic Site Emergency Response Plans

DEFINITIONS

Accident: An unexpected or unintentional event (regardless of location) in which equipment or property is damaged or injuries or fatalities result.

Official personnel file (or official file): The file maintained by the Human Resources Program that is the official record concerning employment events or actions for an employee of the department.

Workplace: Any department-leased, owned or operated facilities and vehicles or equipment used by department employees or other places employees are located in the conduct of official business.

GENERAL PROVISIONS

Employee health

Staff will dispose of any medical or biological materials, such as needles used to inject medication, according to proper procedures to ensure the health and safety of fellow staff and the public.

Currently vaccinations for Hepatitis A and B are provided for identified staff. Other vaccinations may also be provided as conditions warrant. Please discuss vaccination needs with your supervisor and your division health and safety staff.

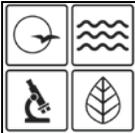
Vaccinations

Hepatitis A and B vaccines are provided to identified staff who are at risk for occupational exposure to hepatitis A or hepatitis B at no cost to the employee. Program or regional office directors or district supervisors, with assistance from the appropriate division health and safety staff, will identify employees recommended for vaccination.

If an employee is offered a vaccination, but for reasons of their own choosing opt not to take the vaccine, he/she must sign the attached declination form (Attachment 1).

Hepatitis A vaccination

Employees of the department who, in the course of their employment:



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- prepare, handle or serve food to the public;
- are regularly exposed to domestic wastewater; or
- come in contact with human waste; or
- are provided with education, appropriate personal protective equipment and preventative hepatitis A vaccines.

Hepatitis B vaccination

Employees of the department who, in the course of their employment:

- are reasonably expected to come in contact with blood or bodily fluids or items contaminated with blood or bodily fluids; or
- are trained and required to perform life saving or first aid techniques

are provided with education, appropriate personal protective equipment and preventative hepatitis B vaccinations.

Record keeping

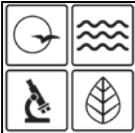
A copy of each employee's vaccination record or declination will be maintained throughout his/her employment with the department plus seventy-five (75) years. Any record of vaccination or declination is medical information and to be held confidential and kept separate from other files.

For employees who are participating in the medical monitoring program, record of vaccination or declination is kept with their medical monitoring records. For employees who are not participating in medical monitoring, the Human Resources Program maintains the record of vaccination or declination.

Medical monitoring

The department will provide medical monitoring services for employees who have the potential to be exposed to hazardous substances as a result of conducting their official duties. A final exam will be provided for staff receiving medical monitoring when he/she leaves the department or takes a position that does not require medical monitoring. The Division of Environmental Quality has policies and procedures that specifically address medical monitoring for their staff (See REFERENCES).

Participation in the medical monitoring program is mandatory under 40 CFR 311 for certain department employees. Medical monitoring is mandatory for those employees who:



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- Are or may be exposed to hazardous substances above acceptable exposure levels as defined in the Standard Operating Procedure for Medical Monitoring, at least thirty (30) days per year. Or
- Wear, or may wear, a respirator at least thirty (30) days per year. Or
- Participate in environmental emergency response actions, as defined in the Standard Operating Procedures for Medical Monitoring.

Many employees may be exposed to hazardous substances on a less intense or less frequent basis. Medical monitoring will be offered to employees in these positions in accordance with their potential exposures to hazardous substances.

Medical monitoring services and a final exam are provided at no cost to participating employees. Follow-up examinations for job-related conditions are also provided at no cost to employees. Employees will be reimbursed for costs associated with traveling to and from medical monitoring appointments in accordance with the Office of Administration Travel Regulations.

Costs for follow-up examinations for conditions that are detected during medical monitoring but are not job-related are the responsibility of the employee.

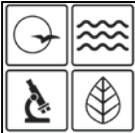
Record keeping

Results from medical monitoring and the final medical exam, when required by an employee's job, are shared with the employee and program director. A copy of the results must be maintained for as long as the employee works for the department plus seventy-five (75) years. Medical monitoring records must be maintained confidential and kept separate from either an employee's official file or program file.

Medical monitoring records are typically maintained by the employee's program. Once the employee leaves either the program or the department, those records are forwarded to the Human Resources Program.

Privacy needs

Employees at some time may desire or require access to a private room to take medication or attend to other needs. Each workplace is encouraged to meet this need either by setting aside a room for privacy or making temporary accommodations for an employee.



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Employee safety

The responsibilities of management are to:

- support a safe and healthy workplace that is free from recognized hazards.
- ensure that supervisors are aware of health and safety policies and support supervisors in implementing those policies.
- ensure that supervisors and employees are provided with the appropriate training, work environment, funding and personal protective equipment to do their jobs in a safe and healthy manner.

The responsibilities of supervisors are to:

- ensure that staff are aware of hazards associated with their jobs and appropriate measures that can be taken to reduce the risk of injury/illness.
- ensure that hazards are mitigated to the extent possible once a hazard has been identified.
- ensure that appropriate training is available to staff and that staff attends training.
- ensure that appropriate personal protective equipment is provided to staff and that staff uses the equipment properly.
- know the applicable health and safety policies and procedures and ensure that staff abides by them.

The responsibilities of staff are to:

- know the hazards associated with a job, actions which can be taken to mitigate the hazards, and take the actions to protect themselves and their coworkers from injury/illness.
- identify new hazards to supervisors.
- attend training provided.
- appropriately use and care for personal protective equipment provided.
- know and follow applicable health and safety policies and procedures.

Attachment 1

<http://n-nr1ntra.ads.state.mo.us/forms/documents/780-2626-hepatitis-a-b-vaccination-declination-form.doc>



MISSOURI DEPARTMENT OF NATURAL RESOURCES
HEPATITIS A AND/OR B VACCINATION DECLINATION FORM

- I understand that due to my occupational exposure to blood or other potential infectious materials, I may be at risk of acquiring hepatitis A and or B (circle one or both) virus infection.
- I have been given the opportunity to be vaccinated with hepatitis A and or B vaccine (circle one or both) at no cost to myself.

However, I decline hepatitis A and or B vaccination (circle one or both) at this time.

- I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis A or B, serious diseases.

If in the future:

- I am still employed with the Missouri Department of Natural Resources,
- I continue to have occupational exposure to blood or other potentially infectious materials and
- I want to be vaccinated with hepatitis A and or B vaccine

I can receive the vaccination series at no charge to me.

EMPLOYEE INFORMATION

EMPLOYEE'S LAST NAME	EMPLOYEE'S FIRST NAME	EMPLOYEE'S M.I.
DIVISION	PROGRAM	
MAILING ADDRESS	CITY	STATE/ZIP

SIGNATURE

EMPLOYEE SIGNATURE	DATE
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