

077856 THE BOARD OF WHITMAN COUNTY COMMISSIONERS met in their Chambers in the Whitman County Courthouse, Colfax, Washington for Monday, May 31, 2016 at 9:00 a.m. Chairman Michael Largent, Arthur D Swannack and Dean Kinzer, Commissioners and Maribeth Becker, CMC, Clerk of the Board attended.

9:00 a.m. - Call to Order/Board Business/BOCC Workshop.

Present: Gary Petrovich, Mark Storey, Dan Gladwill, Chris Nelson and Bob Reynolds.

077857 1. The following items were discussed but no action was taken.

- Albion Adjudication Agreement
- Pearson Refund Request
- Colfax MPD
- Noxious Weeds
- SMP Comments to DOE
- Odyssee Server
- IT Equipment Issues
- McKinstry Phase 2
- Building Codes
- Palouse RTPO

9:55 a.m. - Recess.

10:00 a.m. - Flag Salute.

Present: Joe Reynolds, Kelli Campbell and Kara McMurray.

D077857A 2. Pledge of Allegiance.

Consent Agenda:

D077857B 3. Motion by Commissioner Swannack to accept the consent agenda. Motion seconded by Commissioner Kinzer and carried.

077858 4. General Claims/Veterans' Relief/Payroll warrants numbered 323321-323330 for \$372,722.28 and 323333-323473 for \$246,513.81 approved.

077859 5. May 16, 2016 minutes approved.

077860-077871 6. Personnel change orders approved.

077872 7. Commissioner Swannack moved Commissioner Kinzer seconded the motion and it carried to adopt the updated Bloodborne Pathogen Exposure Control Plan as presented.

**RESOLUTION NO. 077872
BEFORE THE BOARD OF WHITMAN COUNTY COMMISSIONERS**

IN THE MATTER OF the action of the adoption for the Whitman County Policy Bloodborne Pathogen Exposure Control Plan;

HEREAS, this policy is required by state and federal law and,

WHEREAS, this policy has been updated to meet state and federal requirements and,

WHEREAS, this action is necessary and in the best interest of Whitman County and its employees,

NOW, THEREFORE, IT IS HEREBY RESOLVED by this Board that the above is approved as the attached POL-4000-HR Bloodborne Pathogen Exposure Control Plan.

Dated this 31st day of May 2016 and effective as of June 1, 2016.

BOARD OF COUNTY COMMISSIONERS
OF WHITMAN COUNTY, WASHINGTON

Michael Largent, Chairman

ATTEST:

Arthur D Swannack, Commissioner

Maribeth Becker, CMC
Clerk of the Board

Dean Kinzer, Commissioner



BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN (ECP)

Policy: POL-4000-HR • Effective Date: • Res #077872

Cancels: Res # 076637 • Reference: None

This policy applies to all Whitman County employees unless otherwise addressed in a bargaining unit agreement.

1. OVERVIEW

Whitman County is committed to providing a safe and healthful work environment for our entire staff. This plan is designed to eliminate or minimize occupational exposure to bloodborne pathogens.

Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan. Employees can review the plan at any time during their work shifts. Copies will be provided, free of charge, to an employee within 15 days of request.

This plan includes:

- Overview
- Identify Employees Who are at Risk for Exposure
- Controlling Employee Exposure to Bloodborne Pathogens
- Employee Training and Hazardous Communication
- Post-Exposure Evaluation and Follow-up
- Recordkeeping

2. IDENTIFY EMPLOYEES WHO ARE AT RISK FOR EXPOSURE

The following are job classifications in which employees have potential occupational exposure to bloodborne pathogens:

<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>TASK/PROCEDURE</u>
Sheriff/Deputies/Undersheriff/Inspector	Sheriff	arresting/restraining suspects
Registered Nurses	Public Health	vaccinations/sample collection
Environmental Health Specialist	Public Health	septic inspect/sewage spills
Maintenance Worker/Building Engineer	Facilities Management	clean up of regulated waste
Corrections/Sergeant/Jail Superintendent	Sheriff	restraining suspects
County Coroner	Coroner	examination of corpse
Office Assistant	Coroner	examination of corpse
Solid Waste Equipment Operator	Public Works	contaminated waste
	Clerk	handling evidence; DNA tests
	Clerk	handling evidence; DNA tests

County Clerk Office Coordinator Office Specialist Operations Coordinator Park Rangers	Clerk Fair Parks	handling evidence; DNA tests clean up of regulated waste clean up of regulated waste
---	------------------------	--

Whitman County Human Resources Department (HR) is responsible for adopting the exposure control plan through the Board of County Commissioners.

Whitman County Public Health Department (PH) and HR will maintain, review, and update the exposure control plan at least annually, and whenever necessary to include new or modified tasks and procedures.

HR will make this plan available to employees, and WISHA (Washington Industrial Health and Safety Act) representatives.

PH will be responsible for making sure all medical actions required are performed, and that appropriate employee vaccination records are maintained.

PH will make sure this list is kept up-to-date.

3. CONTROLLING EMPLOYEE EXPOSURE TO BLOODBORNE PATHOGENS (BBP)

We use the following methods to control employee exposure:

- A. Safer medical devices and equipment used to minimize occupational exposure
 - The use of safer medical devices and equipment will prevent or minimize exposure to bloodborne pathogens.
 - The specific safer medical devices that we use are Safety Glide needles and plastic capillary tubes
 - The specific equipment to minimize or eliminate exposure that we use are sharps containers and biosafety bins
 - Sharps disposal containers are inspected and maintained or replaced by PH as necessary to prevent overfilling
 - We identify opportunities to improve controls through staff meetings and discussions
 - We evaluate new products regularly by review of published and vendor supplied literature as well as state, federal and trade organization supplied best practices
 - Both front line workers and management officials are involved in this process improvement by meetings, literature reviews and training
- B. Personal protective equipment (PPE)
 - PPE is provided through each department to employees at no cost.
 - The types of PPE available to employees are: gloves, eye protection and mask
 - PPE is located in PH, Sheriff's Dept And Facilities Dept
 - All employees using PPE must observe the following precautions:
 - Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
 - Wear appropriate gloves when you reasonably anticipate hand contact with blood or OPIM, or handle or touch contaminated items or surfaces
 - Replace gloves if torn, punctured, contaminated, or otherwise damaged.
 - Never wash or decontaminate disposable gloves for reuse.
 - Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
 - Remove PPE after it becomes contaminated, and before leaving the work area.
 - Dispose of contaminated PPE in designated containers
 - Remove blood, or OPIM-contaminated, garments immediately or as soon as feasible, in a manner that avoids contact with the contaminated surface.
 - The procedure for handling used PPE is the same as biohazard material
- C. Housekeeping

- Written schedules for cleaning and methods of decontamination are located in the Facilities Department
- Regulated waste is placed in containers which:
 - Contain all contents
 - Do not leak
 - Are appropriately labeled or color-coded (see Labels section of this plan)
 - Are closed prior to removal to prevent contact spilling or protruding during handling.
- Contaminated sharps are discarded immediately or as soon as possible in containers that are:
 - Closable
 - Puncture-resistant
 - Leak-proof on sides and bottoms
 - Labeled or color-coded appropriately.
- Sharps disposal containers are available at the Whitman County Public Health Department.

D. Hepatitis B Vaccination

- The hepatitis B vaccination series is available:
 - At no cost after training
 - Within 10 days of initial assignment to employees identified in Section 2 of this plan
- Vaccination is encouraged unless:
 - We have documentation that the employee has previously received the series
 - Antibody testing reveals that the employee is immune
 - Medical evaluation shows that vaccination is contraindicated.
- A copy of the health care professional's written opinion will be provided to the employee
- Employees who choose to decline vaccination must sign a declination form. They may request and obtain the vaccination at a later date at no cost.
- Vaccinations will be provided by the Whitman County Public Health Department

4. EMPLOYEE TRAINING AND HAZARD COMMUNICATION

All employees who may have occupational exposure to bloodborne pathogens receive training conducted by the Whitman County Public Health Department and all county employees receive introductory bloodborne pathogen training conducted by HR through the new employee orientation process.

Occupational exposure training will include:

- Epidemiology, symptoms, and transmission of bloodborne pathogens.
- Copy and explanation of Chapter 296-823 WAC, Occupational Exposure to Bloodborne Pathogens.
- Explanation of our Exposure Control Plan and how to obtain a copy. This must also be done at the annual refresher training.
- Methods used to identify tasks and other activities that may involve exposure to blood and OPIM.
- What constitutes an exposure incident.
- The use and limitations of controls, work practices, and PPE.
- The basis for PPE selection and an explanation of:
 - Types
 - Uses
 - Location
 - Handling
 - Removal
 - Decontamination
 - Disposal
- Information on the hepatitis B vaccine, including:
 - Effectiveness
 - Safety

- Method of administration
 - Benefits of being vaccinated
 - Offered free of charge
 - Actions to take and persons to contact in an emergency involving blood or OPIM
 - Procedures to follow if an exposure incident occurs, including:
 - How to report the incident
 - Medical follow-up available
 - Employee's evaluation and follow-up after an exposure incident
 - Signs, labels, and color coding used
 - Interactive questions and answers with the trainer.
- Training materials for this facility are located within PH.
Training records are maintained for each employee upon completion of training. These documents will be kept for at least 3 years in HR.
The training record should include the following information about training sessions:
- Date
 - Contents or a summary
 - Names and qualifications of trainers
 - Names and job titles of all attendees.
- Training records are provided to employees or their authorized representatives within 15 working days of a request.

5. POST-EXPOSURE EVALUATION AND FOLLOW-UP

- A. Do the following after initial first-aid is given:
- Following the initial first-aid treatment such as cleaning the wound, flushing eyes, or other mucous membranes, the following will be performed:
 - Document the routes of exposure and how the exposure occurred.
 - Identify and document the source individual, unless that's not possible or is prohibited by state or local law.
 - Obtain consent and arrange to test the source individual as soon as possible to determine HIV, HCV, and HBV infectivity.
 - If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing is not needed.
 - Document that the source individual's test results were conveyed to the employee's health care provider.
 - Provide the exposed employee with the source individual's test results.
 - Provide the exposed employee with information about laws on confidentiality for the source individual.
 - Obtain consent and provide a blood test for the exposed employee as soon as possible for HBV, HCV, and HIV.
 - If the employee does not give consent for HIV serological testing, preserve the baseline blood sample for at least 90 days.
 - If the exposed employee decides to have the sample tested during this time, perform testing as soon as feasible.
 - Provide the exposed employee with a copy of the health care professional's written opinion
- B. Employees are provided immediate medical evaluation and follow-up services through their normal provider.
- C. Review the circumstances of an exposure incident as follows:
- The circumstances of any exposure incident will be reviewed to determine:
 - Controls in use at the time
 - Work practices that were followed
 - Description of the device used (including type and brand)
 - Protective equipment or clothing in use at the time
 - Location of the incident
 - Procedure being performed when the incident occurred
 - Employee's training

6. RECORDKEEPING

A. Medical records

- Medical records are maintained for each employee who has an occupational exposure to bloodborne pathogens in accordance with WAC 296-802-200, Access to Records.
- PH is responsible for maintaining medical records. These confidential records are kept in the Department for at least 30 years beyond the length of employment.
- PH will make sure appropriate employee health, OSHA and WISHA records are maintained as required.

077873 8. The Town of Albion interlocal adjudication agreement was tabled for further revisions.

10:05 a.m. - Robin Jones.

077874 9. The Assessor discussed the Pearson tax refund request noting by law, there was an error that should have been caught the first year after the Pearson's purchased the property. The only years in questions are 2013-2015 and the Assessor himself can make the decision whether or not to grant a refund for one or all 3 years. Therefore, no action by the Board was necessary. The Assessor said he would be granting a 3 year refund in the amount of \$8,361.69 plus interest.

CORRESPONDENCE:

D077874A 10. No correspondence received.

07787511. Commissioners' pending list reviewed.

10:10 a.m. - Recess.

10:30 a.m. - Reconvene/Board Business Continued.

Present: Bob Reynolds, Melissa Leinweber, 3 bidders and Garth Meyer.

074876 12. The following bids were received for Event Center roof coating system at the Fairgrounds.

BIDDER	AMOUNT
ACI, Spokane Valley, WA	\$ 33,951.35 with tax
Specialty Coatings, Colfax, WA	\$ 30,184.00 with tax
Brazos Urethane, Fresno, CA	\$ 34,383.00 with tax
Simonson Roof Coatings, LLC, Clayton, WA	\$ 13,015.50 with tax
Paint Crafters Plus, Inc., dba Fluid Applied Roofing, LLC, Airway Heights, WA	\$ 21,664.86 with tax
K5 Contracting, Yakima, WA	\$ 20,825.61 with tax

The commissioners will make an award June 6th.

D077876A 13. Approved documents signed throughout the course of today's meeting.

10:40 a.m. - Recess.

BOCC MINUTES-05/31/16

11:35 a.m. - Reconvene/Board Business Continued.

Present: Tim Myers

077877 14. The following quotes were received for the Bill Chipman Palouse Trail seal coating project.

BIDDER	AMOUNT
Road Products, Inc., Spokane, WA	\$100,068.00 with tax
Stripes A Lot, LLC, Clarkston, WA	\$ 86,064.00 with tax

The commissioners will make an award June 6th.

077877A-077877B 14A. Mr. Myers updated the commissioners on the information available to date regarding the Colfax Metropolitan Park District. He will continue to research this issue in an effort to provide a Committee report to the Commissioners.

12:35 p.m. - Recess.

1:00 p.m. - Reconvene/Board Business Continued/BOCC Workshop.

Present: Kelli Campbell.

077878 15. A revised department head evaluation process discussed but no action taken.

3:00 p.m. - Adjournment.

D077878A Commissioner Swannack **moved** to adjourn the **May 31, 2016** meeting. Motion **seconded** by Commissioner Kinzer and **carried**. The Board will meet in regular session, in their Chambers', in the Whitman County Courthouse, Colfax, Washington, on **June 6, 2016**. The foregoing action made this **31st** day of **May 2016**.

ss/ ARTHUR D SWANNACK, COMMISSIONER
ss/ DEAN KINZER, COMMISSIONER

MARIBETH BECKER, CMC
Clerk of the Board

MICHAEL LARGENT, CHAIRMAN
Board of County Commissioners