

10.0 RECORDKEEPING:

Annual BBP Training:

At Kirkwood Community College, training is provided in a web-based format from a contracted company, Target Safety, or by the Continuing Education Department. Proof of training outside KCC will be accepted, as long as the training record requirements listed below are included.

- The date of the training session.
- Contents or a summary of the training session.
- The name and qualifications of the person conducting the training.
- The name and job title of the person attending the training.

Kirkwood Community College will keep records of annual BBP training on file for 3 years, either in a computerized or hard copy format, in the employees' departmental or Campus Health record. These records should be readily available to OSHA for audit.

Medical Records:

- Medical records, training records, and exposure incident reports shall be maintained in the Campus Health office.
- All medical records shall be confidential and will not be disclosed to any person except where regulation requires. In accordance with 29 CFR 1910.1020, each record will be maintained for the duration of employment plus 30 years.
- The records shall include the following:
 - The name and social security number of employee.
 - A copy of the employee's HBV vaccination status, including the dates of vaccination and ability to receive vaccination.
 - A copy of all results of examination, medical testing, and follow-up procedures.
 - A copy of the information provided to the healthcare professional.
 - A confidential copy of the healthcare professional's written opinion.

Sharps Injury Log:

Effective January 1, 2002, OSHA requires a Sharps Injury Log to be maintained for recording percutaneous injuries from contaminated sharps. This act also requires employers to consider implementation of new safer medical devices to prevent needlestick injuries. This log shall contain:

- The type and brand of device involved in the incident.
- The department or work area where the exposure occurred (maintain confidentiality of employee).

- An explanation of how the injury occurred (maintain confidentiality of employee).

In addition to this log, complete documentation of the incident will be recorded on the Kirkwood Community College Injury and Illness Report form and kept on file in Campus Health.

Exposure Incident Logs:

This generalized log will be kept in the BBP Exposure Control Manual to document the date, route and general circumstances of all exposures. Supervisors can use these examples to educate their employees and re-emphasize the importance of exposure control methods.

All exposures will be fully documented on the Kirkwood Community College Illness and Injury Report form, which will be kept on file in Campus Health. This form should contain documentation of the route of exposure, circumstances under which the exposure occurred, ID and documentation of the source individual, the source individual's blood test results if available (maintaining legal release / consent and confidentiality), the exposed employee's blood results, employee's vaccination status, post-exposure treatment, including any prophylactic therapy, counseling and evaluation.