

EMPLOYEE SAFETY PROCEDURES

The following procedures have been established to ensure the protection of employees in the workplace:

1. Each employee will be required to complete an OSHA Bloodborne Pathogens Training Session at the time of hire. Individual sessions may be held if deemed necessary by the LEARN nurse or Program Director. Annual training will be required especially for those individuals in positions/programs identified as Risk Category I or II in LEARN's Exposure Control Plan.
2. Each site will have a copy of the LEARN Exposure Control Plan available. The Exposure Control Plan will be reviewed on an annual basis.
3. A file will also be maintained at each location with instructions on steps to take in the event of an employee injury. The Personnel Coordinator or his/her designee must be notified within 24 hours of such injury.
4. The LEARN Worksite Safety Committee will review employee injuries and safety procedures as part of their annual responsibilities. Recommendations may be made based on this review.

REVIEW PROCEDURE FOR DISCIPLINARY TERMINATIONS

The following review procedure is available to all non-certified, non-bargaining unit employees who have been terminated from employment for disciplinary reasons.

- 1. Within ten (10) week days from receipt of the notice of termination of employment from the Executive Director, the affected employee may request a meeting with a committee of the Board of Directors. This committee may consist of at least three board members.**
- 2. The committee shall meet with the terminated employee within fifteen (15) week days from the date of the request. Should the committee be unable to meet within that time frame, the Executive Director shall set another date convenient to all parties.**
- 3. The committee shall listen to the employee who shall state the reasons that he/she feels that he/she should not have been terminated. The committee shall then consult with the Executive Director regarding the facts surrounding the termination.**
4. The terminated employee may attend the meeting with a fellow LEARN employee.
5. The committee's decision on the termination shall be in writing and shall be final and binding on all parties. The committee shall render its decision within a reasonable time after meeting with the terminated employee.