

WEST COAST DISTRICT MUNICIPALITY



HEPATITIS B POLICY

POLICY CONTROL SHEET

POLICY TITLE	: Hepatitis B Policy
POLICY CUSTODIAN	: West Coast District Municipality
POLICY AUTHOR	: H Brand
LLF CONSULTATION DATE	
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HEPATITIS B POLICY

It is the policy of West Coast District Municipality to make every effort to protect the health of its Employees during the course of their working activities. That includes the duty to protect Employees against blood borne diseases e.g. Hepatitis B. Employees that bare the risk to be exposed to blood and blood products during the duration of a normal workday, as defined by their job description, are at risk to contract Hepatitis B. West Coast District Municipality will therefor provide immunizations against Hepatitis B to Employees that are being exposed to such an identified risk.

1. Definitions

For the purpose of this policy unless the context otherwise indicates –

- 1.1 “**Hepatitis B**” is an infectious disease caused by the hepatitis B virus (HBV) which affects the liver. The virus is transmitted by exposure to infectious blood.
- 1.2 “**Immunization**” the process of becoming immune against a disease.
- 1.3 “**Workplace**” means any premises or place where a person performs work in the course of his or her employment.

2. Prevention

Prevention of Hepatitis B at work is a management responsibility.

3. Rules

- 3.1 West Coast District Municipality will provide the immunizations at no cost to the Employee.
- 3.2 Only Employees that are expected to be exposed to blood and blood products during the duration of a normal working (as per job description), will be eligible for immunizations.
- 3.3 Any Employee that refuse to be immunized will be asked to sign an Exemption Form, whereby he / she will declare the refusal to be immunized and also that the West Coast District Municipality is NOT legally liable if the Employee contracts Hepatitis B during working hours after exposure to blood products (that is part of the expected exposure of the specific job category).

4. Immunization Schedule

- 4.1 Any Employee who may be exposed to blood and blood products in his / her workplace as part of the job description, will have the right to be immunized against Hepatitis B.
- 4.2 West Coast District Municipality will cover the cost of the immunizations.
- 4.3 The immunization will be administered by the Occupational Health Nurse Practitioner or delegated healthcare professional.
- 4.4 The individual must be informed of his/her rights, the procedure to be followed and complete the informed consent for the immunization (Annexure A).
- 4.5 Employees who have never received a Hepatitis B immunization before, will receive 3 doses at: **0 months, 1 month and 6 months.**
- 4.6 The Occupational Health Nurse Practitioner or delegated healthcare professional giving the immunization will:
- Clean the needle site on the upper deltoid area with a water cottonwood swab.
 - Inject the Hepatitis immunization intra-muscular with a 22/21 gauge needle.
 - Put a gauze pad or cotton ball over the needle site as the needle is removed.
 - Put pressure on the site and then put on a bandage.
 - Document the procedure correctly according to legal requirements.

5. Follow-Up Procedure

After completion of the full course of Hepatitis B immunization, the Anti-Hepatitis B's of the Employee will be tested after three (3) months. Depending on levels, the following action will be required:

Anti-HBs Titre	Immunisation Action Required	Re-Testing Required
0 mIU/ml on completion of initial course of immunization	Repeat full course of 3 immunizations (only repeat the full course once)	Three (3) months after last dose
0.1 – 9.99 mIU/ml	1 x booster dose	Annually
10 - 100 mIU/ml	No booster required	Annually
101 – 999 mIU/ml	No booster required	Five (5) yearly
> 1000 mIU/ml	No booster required	Ten (10) yearly

When the test results are available, the results will be shown to the individual after which it will be duly noted in the documentation provided.

6. Procedure When Immunization Is Refused

6.1 The Employee will be asked to sign an Exemption form, whereby he/she will declare the refusal to be immunized and also that the West Coast District Municipality is NOT legally liable if the Employee contracts Hepatitis B during working hours after exposure of blood products, that is part of the expected exposure of the specific job category.

6.2 The Human Resources Manager will be notified whereby the Human Resources division will take further action if deemed necessary.

7. Procedure when an Employee is Hepatitis B Positive

The Human Resources manager will be notified whereby the Human Resources division will take further action.

8. Statistics and Record Keeping

The Occupational Health and Safety section will keep statistics of testing and findings, but will not make any personal, private information available other than as specified in this document.