**Employee Safety**

**Policy**

The Kootenai County Coroner’s Office will follow the same guidelines established by OSHA.

**Procedure**

1) Vaccinations and immunizations will be made available to all full and part-time employees at no cost to the employee.  See Attached Request and tracking form.

2) The Coroner’s Office will provide safety equipment and clothing for all employees. All employees will use/wear proper personal protective equipment. Employees should report any unsafe conditions or situations to their supervisors.

a. The following disposable items are readily available and are to be use according to industry standards. The items are issued and made available for the protection of the staff when working in a situation that warrants their use.

* protective gowns
* examination gloves
* N-95 face masks
* Eye protection from fluid spray or splash
* shoe covers
* head covers
* tyvex body suites

b. Employees should wear proper protective clothing when entering the forensic area. Before exiting the forensic area, the protective clothing will be removed and disposed of in the manner established by the Coroner.

c. Medicolegal Investigators will be provided with proper protective clothing to be worn in the field as needed.

***Body Fluid Exposure Incident***

Any employee suffering a body fluid exposure, including but not limited to, a needle stick, fluid splash in the eyes or mouth, or fluid contact with diseased or injured skin will report the incident immediately to his/her supervisor. Risk Management will be notified and the proper reports will be completed.

Body fluid exposure incidents that place an employee at risk for a communicable disease will be managed by current exposure protocol in consultation with the Kootenai County Central District Health Department.

***Work Related Injuries***

Any injury incurred while on the job should be reported immediately to the injured employee’s immediate supervisor to insure that any needed medical attention is rendered. The appropriate follow-up reports will be completed in order to comply with Kootenai County requirements. *See Risk Management Policy and Procedure, Reporting Forms*

***Universal Precautions***

In accordance with Industry standards, universal precautions will be used as applicable in the autopsy suite (all areas where body examinations occur) to protect employees and their clothing. The clothing worn to work by an employee is to be protected when working in the autopsy suite so that the clothing can be worn in other areas of the building or outside the building

All staff members are to wear the following protective items whenever performing any examination of a body in which there is potential for splash, spray, or splatter of bodily fluids:

* gown
* gloves
* face mask
* eye protection
* shoe covers

All items worn into the autopsy suite must be universally protected in order to be allowed to wear the items in other areas of the building or out into public.

If the employee wishes to wear the same shoes back and forth to work, they must wear shoe covers during the examinations and remove the shoe covers to go to other areas of the building and forensic office.

If the employee elects to not wear shoe covers, the shoes worn in the morgue must be covered to be worn in other areas of the building. The shoes also, must be left at the building and not worn outside of the Coroner’s Office.

 There are no exceptions to this directive and violations will result in progressive disciplinary actions.