

**RESOLUTION NO. 23-05  
LOWER BRULE HOUSING AUTHORITY**

**RESOLUTION TO APPROVE THE HOUSING AUTHORITY MAINTENANCE POLICY**

**WHEREAS**, the Lower Brule Housing Authority was established to provide safe, sanitary housing for families of low income, and


**WHEREAS**, the Lower Brule Housing Authority has been designated as the Tribally Designed Housing Entity by the Lower Brule Sioux Tribe, and

**WHEREAS**, the Lower Brule Housing Authority feels there exists a need to implement a Housing Authority Maintenance Policy.


**NOW THEREFORE BE IT RESOLVED**, that the Lower Brule Housing Authority's Board of Commissioners does hereby approve the Housing Authority Maintenance Policy.

**CERTIFICATION**

The foregoing resolution was duly adopted by the Lower Brule Housing Authority Board of Commissioners assembled in regular session on this 28th day of June, 2005 with quorum present by the affirmative vote being three members for, one absent and none not voting.

  
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**ORVILLE C. LANGDEAU JR., CHAIRMAN  
LOWER BRULE HOUSING AUTHORITY**

**ATTEST:**

  
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**MARLYS F. LANGDEAU SEC/TREASURER  
LOWER BRULE HOUSING AUTHORITY**

# Housing Authority Maintenance Policy

## A. The Housing Authority maintenance operations shall strive:

- \* To keep all dwellings, and associated properties and grounds in a decent, safe and sanitary condition;
- \* To correct any condition that may lead to an injury or accident involving residents or others;
- \* To prevent breakdowns by regular inspections;
- \* To repair or to replace defective items before they affect other parts of a system;
- \* To perform both regular maintenance and preventive maintenance on a schedule basis;

The Housing Authority has certain maintenance responsibilities to the tenant. Likewise, the tenant has certain responsibilities to the Housing Authority in maintaining specific areas of the property being used. If a tenant fails to meet his obligation, the Housing Authority shall perform the necessary maintenance activities.

Good project maintenance requires that the Housing Authority employees and tenants work cooperatively to keep all property in a decent and safe condition. The tribal council or other local governing body may also have a role in providing community services to the housing project, including maintenance of roads and streets.

## B. The Housing Authority maintenance program is based upon the scheduling of service requests and performance of routine and non-routine maintenance work. Maintenance work is scheduled in the following order of priority:

- \* **Emergency Work:** Work that must be completed on the same day reported, in order to prevent bodily harm to residents or further damage to Housing Authority property; for example gas or water lines.
- \* **Urgent Work:** Work that should be done as soon as possible after being reported, in order to prevent a major change in residents; lifestyles with possible negative effects; for example, lack of heat, water, or electricity. Work should be finished on the same day it is begun.
- \* **Vacant Unit Maintenance:** Work that should be done on vacant units to prepare them for new residents; for example, painting, fixing locks. All work should be finished before a new family moves in so that a final inspection can take place.
- \* **Non-Routine Maintenance:** Work by the Housing Authority which is usually major, such as replacing appliance parts, and does not usually recur in the normal lifetime of the item.
- \* **Routine Maintenance:** Work that should be done regularly by the Housing Authority, such as painting and plastering.

## C. Emergency Maintenance

- \* The Maintenance Supervisor and the maintenance staff shall inform residents about what constitutes emergencies and post this information on the bulletin board.
- \* The following conditions are considered to be emergency situations, for which service is provided outside of normal hours:
  - \* Water pipes breaking
  - \* Absolutely no electricity anywhere in the apartment/home (during cold weather only)
  - \* All burners in stove not working; refrigerator not working
  - \* Serious leaks in roof, walls, windows, etc.
  - \* All toilets in apartment/home broken

- \* Gas leaks
- \* Toilets or sink overflowing (plumbing backup)
- \* Between 8:00 am and 4:30 pm on normal working days, all emergencies should be called in to the Housing Authority Maintenance Department office.
- \* After hours, weekends, and holidays, all residents should be instructed to call the local scheduled maintenance man for emergency maintenance.

#### D. Routine Maintenance

Routine Maintenance is that maintenance needed day to day to keep a unit in good condition:

- \* Unplug sewer drains
- \* Repair broken windows, doors, screens
- \* Replace or repair broken fixtures
- \* Repair broken water heaters, furnaces, stoves and refrigerators

#### E. Non-Routine Maintenance

Non-routine maintenance is that maintenance needed when something out of the ordinary goes wrong:

- \* Replace a water heater, furnace, stove, refrigerator
- \* Replace a ceiling damaged by rain or snow
- \* Replace any defective materials due to the manufacturer's fault and not excessive hard use.

#### F. Preventive Maintenance

Preventive maintenance is one way to keep the dwelling in a good state of repair, and appreciably extending their useful life, resulting in an overall lower operating and upkeep costs in the future.

Preventive maintenance can be defined as the actions taken to avoid or minimize the need for more costly measures at some future time. It is performed before the actual problem occurs, thus preventing costly replacements and extra labor costs.

The maintenance foremen is responsible for setting up a preventive maintenance schedule on an annual and quarterly basis for all Housing Authority rental units, office buildings and grounds. This schedule should provide the basis for estimating annual and quarterly labor and material needs. Preventive maintenance should occur perpetually throughout the year.

#### G. Low Income Rental Residents

The Housing Authority is responsible for all routine and non-routine maintenance work for rental units. However, as specified in the lease agreement, the tenants are responsible for the normal care of their dwelling units and common property around the units.

If the repair cost is due to usual use, the Housing Authority will furnish the labor and materials. However, if the repair cost is due to the tenant's neglect or carelessness, the Housing Authority will make the repairs but will bill the tenant for the labor and material used at cost.

#### H. Mutual Help Residents

The homebuyer shall be responsible for all routine and non-routine maintenance of the dwelling. The Housing Authority shall not be obligated to pay for, or to provide, and maintenance of the dwelling other than items which fall under a warranty period.

The Housing Authority will keep on hand a supply of common items needed for repairs and will sell these items at cost, for cash, to the homebuyer.

If the homebuyer fails to perform maintenance, the Housing Authority is responsible for working out a plan of action with the homebuyer to correct the problem. Failure to comply may lead to a termination of the Housing Authority agreement.

Any maintenance work performed by the Housing Authority shall be processed on a work order. Materials, mileage and labor shall be billed to the homebuyer at cost. The homebuyer will receive a copy of the completed work order.

#### I. Inspections

The Housing Authority field representative and Housing Authority Counselor are responsible for annually inspecting all housing units and common property. The representative will also offer assistance during the year to residents with their maintenance problems.

An inspection for housing still under contractor's warranty shall take place no less than every three months, beginning three months after the date of the approved Interim Certificate of Completion.

For Mutual Help Housing, the Authority shall schedule an inspection before the move-in date of a new tenant. This inspection may be combined with the inspection conducted when a move-out occurs.

Annual inspections should be conducted as follows:

- \* The field representative should schedule inspections daily for a consecutive period of time until all units have been inspected.
- \* A list of items to check in each unit should be completed by the field representative.
- \* All completed inspection reports should be turned in to the office of the Executive Director.
- \* The field representative should fill out an inspection report letter for each unsatisfactory unit inspection. The resident has up to two months to correct the problem before another inspection. This is especially applicable for homeowners.
- \* Final inspection should take place by the same field representative for units that have problems to correct. If still unsatisfactory, the field representative should refer the case to the Executive Director for possible Housing Authority maintenance repair.
- \* The inspection report form may also be used for vacant unit maintenance in order to prepare the unit for a new tenant. Also, the Housing Authority may want to add or delete items depending on life-style and housing in their area.

Should inspections (other than annual inspections) by the field representatives show the premises to be below acceptable standards and within the tenant's responsibility, an inspection report letter should be sent to the resident informing him of the problems and specifying a time frame for the resident to correct the condition. At the expiration of the time frame, the field representative should again review the property. If the situation has not been corrected, the field representative should notify maintenance to initiate a work request and a work order. Upon completion of the work, a copy of the work order should be sent to the office staff to apply the appropriate charges.

Maintenance work of the tenant's responsibility should be initiated by the field representatives if the tenant has not already notified maintenance.

If the inspection process reveals a condition which requires immediate correction and the condition is the result of resident neglect or abuse, the field representative will discuss the problem with the resident as soon as possible and initiate corrective measures.

Exceptions may prevail, especially in the cases of the elderly or handicapped or when the lessee or other family members may be physically, financially, or otherwise unable to perform the duties as specified. When such exceptions occur, the field representative is responsible for notifying the Executive Director. The work may be performed by the Authority and any charges may be left to the Executive Director's discretion.

The Housing Authority's field representatives and maintenance staff are available to help and advise residents on how to make repairs. This is especially applicable for residents of Mutual help, housing, where the homebuyer is responsible for all of the maintenance for the dwelling.

#### G. Work Orders

In order to schedule work properly, all work requests shall be recorded on a "work order form". A work order form should be filled out whenever a request for work comes in to the maintenance shop or office staff, whether by a resident's phone call, or through a request by a staff representative.

The maintenance foreman shall have the responsibility for scheduling work daily and weekly according to the work order forms in his possession. He will base his scheduling on the maintenance policy for priorities (see preceding section).

Work Orders must show	.....	Date order taken
" " " "	.....	Date Completion Promised
" " " "	.....	Tenant Name
" " " "	.....	House Number
" " " "	.....	Address
" " " "	.....	Nature of Problem
" " " "	.....	All Material Used
" " " "	.....	Cost of All Material
" " " "	.....	Complete Description
" " " "	.....	Your Signature – Area
" " " "	.....	Date Work Completed
" " " "	.....	Time and Hours at Job
" " " "	.....	Signature of Tenant on His Acceptance

(If tenant isn't home, indicate so, and sign the form yourself.)

Indicate on work order if service is to be charged or not charged to the tenant. Charge service would be for non-routine work that has been caused by tenant's misuse or abuse of Housing Authority property.

Work on Home Ownership units may be done only if participant agrees to pay you for material, labor and mileage. Payment is due as soon as the work is completed, unless the participant has made arrangements with the Housing Authority office for payment of bill. (Fill out work order same as for rental units.)

Normal working hours are 8:00 am to 4:30 pm, Monday through Friday. Maintenance men in each area are responsible for emergency service 24 hours a day, if service is for health and safety of tenant or for safety of Housing Authority property.

All maintenance men will send in completed work orders with their time sheet every two weeks. Time on work order must be equal to time on timesheet, to time will be reduced accordingly. Compensatory time will be allowed only for emergency service calls or for work previously authorized by Housing Authority.

All maintenance men will do their best to reduce local purchases by anticipating their needs in advance and submitting their needs to Housing Authority office for consolidated purchases.

One copy of the work order will be left with the tenant, one copy will be filed in the unit folder, and one copy filed in the tenant's folder. If the cost of material is chargeable to the tenant, an adjustment slip should be made up, charging the tenant's account receivable.

The Housing Authority will establish constant charges for repair costs that are to be billed to tenants and homebuyers. These charges will be changed periodically as the price of material rises.

The above policy was adopted by the Housing Authority's Board of Commissioners on June 28, 2005 in a board meeting held on June 28, 2005, by the affirmative voting being 3 members for, 0 members against, 0 members not voting.

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Orville C. Langdeau Jr., Chairman	Marlys Langdeau, Secretary Treasurer
Lower Brule Housing Authority	Lower Brule Housing Authority

# Lower Brule Housing Authority

## Maintenance And Inspection Policy Addendum

The purpose of this policy and the attached procedures are to ensure that the interrelated department of the Lower Brule Housing Authority are working together to ensure that the tenants we serve are trained and monitored in the upkeep and care of their homes upon initial and continued occupancy of low rental units under the management of the Lower Brule Housing Authority.

This policy and attached procedures set forth shall serve as a required process in the assignment of newly remodeled homes under all programs of the Lower Brule Housing Authority (i.e. ICDBG, Maintenance, Fire Loss, and etc.). And the reassignment of existing units under the management of the Lower Brule Housing Authority.

The originating department involved in the remodeling of a low rental unit will be required to provide notification to a team consisting of the Tenant Accounting Technician, Housing Counselor, A representative from the Maintenance Dept., Construction Superintendent and Housing Inspector when a unit is 100 % completed and ready for final inspection.

It shall be the determination of this Authority that all newly renovated low rental units completed by the Force Account Crew and/or Maintenance Department shall have a full two (2) week warranty period. During which time, all warranty issues will be addressed by the crew who performed the original work. This warranty period shall not cover tenant abuse.

The procedures (attached) will further identify requirements of the Force Account Crew and/or Contractor to ensure that specific problem areas are being tested to avoid further problems with the unit.

This policy shall also contain an example of the required forms developed to provide a tracking mechanism to ensure that this Policy is being carried out as intended.

The notification shall contain the unit number, project, and a proposed date of completion for a scheduled final inspection. All parties involved in this process will be required to attend the Final Inspection of a completed unit.

The Housing Authority team will complete a videoed inspection of the unit and will provide basic minor maintenance training to the tenant. The identified team members outlined in the procedural portion of this policy will provide an in-dept lease review and subsequence follow up home visits to the tenant for a period of 3 months on a case by case basis.

Example: The home visit shall be scheduled for two weeks after the tenant has moved into the home. During this home visit, staff note that the unit is in excellent condition and the tenant is abiding by the Lease.

In this example, this tenant would not require a full three months of home visits on

a weekly basis. Maybe, one meeting a month would be sufficient to ensure that this tenant is a responsible tenant and able to take care of the home.

However, in the case where a unit shows a lack of care and maintenance, the tenant will be required to receive a weekly home visit with the Housing Authority team for a period of three months. If after three months, the tenant continues to abuse the home, the Housing Authority staff will seek eviction of said tenant from the home.

A Lease Addendum will be provided to all new tenants out-lining this policy.

## PART TWO

# PROCEDURAL GUIDELINES For Maintenance and Inspection Policy

All homes under the management of the Lower Brule Housing Authority will be inspected on a yearly basis. The Maintenance Supervisor and Housing Counselor will be responsible for inspection of low rental and mutual help units.

1. Notice will be completed and sent to the tenant informing them as to the date and time of a scheduled annual inspection.
2. Should a tenant fail to comply with the inspection process, the Housing Authority Counselor will post a 24 hour notice on the tenants door informing the family that it is the Housing Authority's intentions to enter the home with or without anyone being present and completing the annual inspection.
3. Once an inspection is completed. The forms will be copied and filed in the tenant file with a copy to the maintenance file.

*In the event of an emergency, the Housing Authority staff have the authority to enter a home with or without permission from the tenant. An emergency shall be defined as a situation in which the safety of the home or tenants are in serious danger of receiving substantial damages (i.e. tornadoes, large uncontrolled house parties, fire risks, etc.).*

In order to comply with the Maintenance and Inspection Policies for the Lower Brule Housing Authority, it will be a requirement for staff members to following this step by step

procedural guideline each time a unit has been completed and is ready for occupancy.

1. The originating department head (i.e. Maintenance Supervisor if work was completed by his Dept. Or Construction Superintendent, if work was completed by the Rehabilitation Dept., and/or Inspector if the unit was contracted out to a private individual) will formally notify the following team members in writing of a scheduled date for a final inspection of said unit. This notice shall identify the unit, project, date, time and team members.
  - A. Executive Director (or Designee)
  - B. Maintenance Supervisor
  - C. Tenant Accounts Technician
  - D. Housing Counselor
  - E. Construction Superintendent
  - F. Proposed Tenant
2. The above named individuals shall participate in the Final Inspection of the unit. The level of participation shall be as follows;
  - a. The Executive Director's responsibility will be to observe and ensure that all members of the team are fulfilling their responsibilities as outlined in this procedure. To ensure that any needed changes observed in this procedure are corrected or modified to best suit the needs of the Housing Authority, and/or act in the absence of key personnel.
  - b. Maintenance Supervisor will be responsible for providing on-site training for the proposed tenant who will be assigned this unit upon official completion of the Final Inspection. Proposed areas of training are: (but not limited to)
    1. Kitchen area; (a) how to shut off the gas on the stove; (b) how to clean the stove properly; (c) how to clean the oven and burners; (d) how to locate and clean the drip pan on the refrigerator, how to clean the cooling coils behind the refrigerator; (e) how to shut off the water under the sink in the event of a leak.
    2. Importance of keeping the floor vents clear and free of debris. (Including cleaning the floor vents).
    3. How to set the thermostat (for heating and/or cooling). Explain to the tenant the importance of setting the thermostat and leaving it alone and not continually adjusting through out the course of the day. Furnaces are 80-90% Efficiency furnaces and generate "cool heat" which takes approximately 6-8 hours for the temperature to regulate through out the unit. This is a problem area for most tenants and can easily be addressed through a thorough explanation prior to the tenant moving in.
    4. The process for filling out a work order and reporting any damages or repairs in order to prevent a small problem from becoming a large and more costly repair.



5. Replacing light bulbs and batteries in the smoke detector.
  6. Locating and using the main electrical box and what to look for if a portion of the home's electrical goes out (in most cases, it is just a matter of flipping a switch on the electrical box). Maintenance should review the switch locations and the electrical box shall contain a break down as to which switch controls each area of the unit.
  7. And any other areas of concern with the team feels the tenant needs to be informed of.
- c. It will be the responsibility of the Tenant Accounts Technician and the Occupancy Specialist to review the Lease Agreement and policies and procedures with the tenant on a step by step basis to ensure the tenant is fully aware of their responsibilities and the responsibilities of the Housing Authority as a landlord.
  - d. The Housing Authority Counselor will provide the tenants with information on cleaning the unit to ensure that the unit is kept in a safe, sanitary condition. And will review policies and lease responsibilities in conjunction with the Occupancy Specialist and Tenant Accounting Technician.
  - e. The Construction Superintendent will be responsible for notifying the various Department heads of the scheduled time for inspections and will accompany the team during this process.
  - f. The Inspector is the person responsible for conducting the actual inspection. Upon completion the notes from the inspection will be compiled into a report and signed off on by the Construction Superintendent with a copy of the Crew Boss. And maintained on file by the Construction Superintendent and Inspector.

# HAZARDOUS MATERIALS POLICY

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## 1.0 PURPOSE

The purpose of this policy is to inform the employees of the Lower Brule Housing Authority about possible hazards connected with materials in their workplace and about proper handling of materials used in Authority operations.

## 2.0 SCOPE

This implementation of this policy will ensure that Authority employees are aware of any potential hazards connected with any materials to which they may be exposed in the course of their work. In order to accomplish this, the Authority will ensure that:

- A. A current list of all hazardous chemicals or materials being used by the Authority are maintained at each work site;
- B. All containers of hazardous materials stored and used at the Authority are appropriately labeled;
- C. All Authority employees are trained to recognize and interpret labels, warnings, and signs that are attached to containers; and
- D. All Authority employees are trained to understand the content of the material safety data sheets (MSDS) provided for each hazardous substance and recognize possible risks to health and the potential for physical harm.

## 3.0 LISTING OF HAZARDOUS CHEMICALS

The Lower Brule Housing Authority will maintain a list of all hazardous chemicals used on-site.

The Maintenance Supervisor and/or Warehouse Manager will insure that material safety data sheets are requested and obtained from the supplier of any new product ordered by the Lower Brule Housing Authority. The Executive Director/Contracting Officer will maintain a master listing of all hazardous materials and MSDS for all materials.

## **4.0 LABELS**

Material received at the Lower Brule Housing Authority must have intact, legible labels. These labels must include the following:

- A. The name of the hazardous substance(s) in the container;
- B. A hazard warning; and
- C. The name and address of the manufacturer or other responsible party.

## **5.0 TRAINING**

The Executive Director/Contracting Officer will appoint a Safety Officer and the Safety Officer will insure that all employees at sites where hazardous materials are kept or used receive training on hazardous material handling.

The training program will include the following:

- A. The location and availability of the MSDS and files.
- B. Methods and procedures that the employee may use to detect the presence or accidental release or spill of hazardous materials in the work area, including proper clean up.
- C. Precautions and measures employees can take to protect themselves from the hazardous materials.

Each new or newly transferred at-risk employee will be trained in the handling of hazardous materials on the first working day at the new work site.

Training must be conducted for all employees when any new chemical or hazardous material enters the work site. This training must occur before the chemical or any employee uses hazardous material.

After each training session, the trainer will certify a roster of all participants. Included with the roster will be a list of all hazardous materials included in the training.

## **6.0 HEALTH, SAFETY AND EMERGENCY PROCEDURES**

The following information will be available in the procurement office for local health and jurisdictional authorities, if requested or required:

- A. A list of all hazardous materials used on authority sites.
- B. The location of stored hazardous materials of 55 gallons (500 pounds) or more, and special procedures for spill control and/or clean-up for specific hazardous substances if necessary.
- C. Unusual health and environmental hazards (both air and water) that may result from the release of specific quantities of hazardous substances.

This policy was approved on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by a vote of \_\_\_\_\_ Yeas and \_\_\_\_\_ Nays

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Orville C. Langdeau Jr, Chairman  
Lower Brule Housing Authority

ATTEST:

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Marlys Langdeau, Secretary/Treasurer  
Lower Brule Housing Authority

# BLOOD-BORNE DISEASES POLICY

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## 1.0 GENERAL INFORMATION

### 1.1 PURPOSE

The Lower Brule Housing Authority will make every effort to provide its employees a workplace that is free from recognized hazards that may cause death or serious physical harm. In providing services to the residents of the Lower Brule Housing Authority, employees may come in contact with serious diseases that can be transmitted by blood-borne pathogens. It is important that both residents and employees are protected from the transmission of such diseases.

The purpose of this policy is to comply with Federal regulations and to establish a comprehensive set of rules and regulations governing the prevention of potential occupational exposure to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), the Human Immunodeficiency Virus (HIV - AIDS), and other blood-borne diseases.

### 1.2 COVERAGE

Occupational exposure to blood-borne pathogens may occur in many ways, including needle sticks, cut injuries or blood spills. Although most Housing Authority employees do not think of themselves as at risk for blood-borne diseases, there are many daily tasks that potentially place them at risk. These tasks include:

- A. Cleaning any unit where blood is present.
- B. Giving first aid to an injured person.
- C. Picking up needles or trash containing needles.
- D. Working in sewage.
- E. Transporting infectious clean up supplies to be disposed of or laundered.
- F. Cleaning public restroom areas.
- G. Cleaning common areas in buildings and grounds where blood or other infectious material may be present.
- H. Assisting in removal of a deceased resident from their unit.

- I. Being exposed by another infectious individual through hostile acts.
- J. Any work involving body fluid or blood contact.

The purpose of the policy and related training program is not to alarm the employees of the Lower Brule Housing Authority, but to make them responsibly aware of the risks they may encounter and to equip them to react professionally in the face of those risks.

### **1.3 ADMINISTRATION**

The Executive Director will appoint one of the Housing Authority's employees as a part-time Safety Officer. The Safety Officer will administer this policy for the Lower Brule Housing Authority. The Safety Officer will be responsible for the following tasks:

- A. Developing, implementing and maintaining an effective blood-borne disease plan subject to the provisions of Federal and State law relating to Occupational Safety and Health Administration (OSHA) regulations.
- B. Permanently maintaining records of all employees and incidents subject to the provisions of this program.
- C. Coordinating, monitoring, and documenting all training activities undertaken in support of this plan.
- D. Compiling a list of all jobs in which employees have potential occupational exposure to blood-borne diseases.
- E. Ensuring that there are complete health and immunization records for all employees.
- F. Investigating all incidents of exposure, notifying all employees who were exposed and ensuring that all reports are completed and any necessary follow-up medical care is made available.
- G. Providing exposed employees with access to post-exposure follow-up and counseling.

## **2.0 GENERAL POLICIES AND PROCEDURES**

### **2.1 POLICY STATEMENT**

All blood and other body fluids are potentially infectious and can transmit several diseases. For this reason, all Lower Brule Housing Authority employees should take particular care when there is potential exposure. These precautions have been termed "universal precautions" and stress that employees should behave as though there is the possibility of exposure at all encounters.

## **2.2 GENERAL GUIDELINES**

General guidelines that shall be used by everyone include the following:

- A. Think carefully when responding to emergencies and exercise common sense when there is possible exposure to blood or other potentially infectious materials that require universal precautions.
- B. Keep all open cuts and abrasions covered with adhesive bandages that repel liquids.
- C. If hands are contaminated with blood or other potentially infectious materials wash immediately and thoroughly. Hands shall also be washed after gloves are removed even if the gloves appear to be intact. When soap and water or hand-washing facilities are not available, then use a waterless antiseptic hand cleaner according to the manufacturer's recommendation for the product.
- D. All workers shall take precautions to prevent injuries caused by needles. To prevent needle stick injuries, needles shall not be recapped, purposely bent or broken by hand, or removed from disposable syringes. After they are found, disposable syringes and needles shall be placed in puncture resistant containers for disposal.
- E. The puncture resistant container shall be located as close as practical to the use area.
- F. The Housing Authority will provide gloves, protective glasses, and other necessary equipment of appropriate material and quality for use when needed.

## **3.0 TRAINING**

### **3.1 EMPLOYEES AT RISK FOR EXPOSURE**

Employees believed to be at risk for exposure shall receive training regarding the location and proper use of personal protective equipment. They shall be trained concerning proper work practices and understand the concept of "universal precautions" as it applies to their work situation.

### **3.2 NEW EMPLOYEES AT RISK OF EXPOSURE**

During the orientation period, all new employees at risk of exposure will be trained on the risks of blood-borne diseases associated with their position.

## **4.0 RECORDS AND REPORTS**

### **4.1 EXPOSURE REPORTING**

All employees who are exposed to blood or body fluids during the performance of work duties must report the incident to protect themselves and the public. The employee must notify the

Safety Officer and make sure that the proper report is prepared. Using the information in the report, the Safety Officer will determine the best course of action to follow.

## **5.0 MANAGEMENT OF POTENTIAL EXPOSURE**

### **5.1 HEPATITIS B VACCINATIONS**

The Lower Brule Housing Authority shall offer all employees at risk of exposure a Hepatitis B Vaccination free of charge and in amounts and at times prescribed by standard medical practices. The vaccination shall be voluntary. All employees have the option of being vaccinated by their own physician and using their personal physician for any post-exposure treatment and follow-up described in this policy. When a personal physician is used, the employee must submit to the Safety Officer records of all treatment or vaccinations received.

If an employee decides not to receive the vaccination, that refusal shall be documented in writing and placed in the employee's file. The refusal can be rescinded at any time.

### **5.2 REPORTING POTENTIAL EXPOSURES**

Employees shall observe the following procedures for reporting a job exposure incident that may put them at risk for HIV or HBV infections (i.e., needle sticks, blood contact on broken skin, body fluid contact with eyes or mouth, etc.):

- A. Notify the Safety Officer and immediate supervisor of the contact incident and details thereof.
- B. Complete the appropriate on-the-job injury reports and exposure forms.
- C. Make arrangements for the employee to be seen by a physician as with any job-related injury. The Housing Authority will make Blood testing available to all workers who have had a documented on the job exposure and may be concerned they have been infected with HIV. A blood sample should be drawn from the employee and tested for Hepatitis and the antibody to Human Immunodeficiency Virus (HIV antibody). Testing should be done at a location where appropriate pretest counseling is available. Post-test counseling and referral for treatment should also be provided.

### **5.3 DISABILITY BENEFITS**

Entitlement to worker's compensation benefits and any other benefits available for employees who suffer from on-the-job injuries will be determined as with any other work-related injury in accordance with applicable State law.



## 6.0 CONFIDENTIALITY

All medical information and records are confidential under State and Federal laws. Any employee who disseminates such confidential information in regard to a victim or suspected victim of communicable disease is in violation of such laws and could be subject to serious disciplinary and/or civil action.

This policy was approved on the 28<sup>th</sup> day of February, 2005 by a vote of 4 Yeas and 0 Nays

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Orville C. Langdeau Jr., Chairman  
Lower Brule Housing Authority

ATTEST:

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Marlys Langdeau, Secretary/Treasurer  
Lower Brule Housing Authority