

### Hepatitis B Vaccination HR.H12

**Regulation(s):** OSHA 29 CFR 1910.1030(f)(1)  
**L-Tag(s):** None

**POLICY:** The hepatitis B vaccine and vaccination series is available to all employees whose job functions put them at risk for potential exposure to the hepatitis B virus.

**PROCEDURE:**

1. Training on the safety, benefits, efficacy, methods of administration, and availability of the hepatitis B vaccination is provided to employees.
2. The hepatitis B vaccination series is available after the initial employee training and within 10 days of initial assignment to a job where exposure to blood or other potentially infectious materials can be "reasonably anticipated."
3. Employees are encouraged to take the vaccination series unless:
  - a. documentation exists that the employee has previously received the series;
  - b. antibody testing reveals that the employee is immune; or
  - c. medical evaluation shows that vaccination is contraindicated.
4. If an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. The Human Resources Department maintains documentation of vaccination declinations in employee medical personnel files.
5. All medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are:
  - a. made available at no cost to the employee;
  - b. made available at a reasonable time and place;
  - c. performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional;
  - d. provided according to recommendations of the U.S. Public Health Service current at the time these evaluations and procedures take place; and
  - e. conducted by an accredited laboratory at no cost to the employee.

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