

Procedure Title:

**EMPLOYMENT****PROCEDURE NUMBER: 1-8-0**

Policy Title:

**HEPATITIS B VACCINE**

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. As required by OSHA regulations and for their protection, Keystone offers the Hepatitis B Vaccine to all employees.
2. This vaccine will be made available upon hire, after each employee has been informed of the vaccine's possible adverse affects, method of administration, the benefits associated with vaccination, method of administration and the no-cost provision.
3. Employees who choose not to accept the vaccine must sign a declination form. Employees who initially decline the vaccine are eligible to receive the vaccine at any later date by contacting the Human Resources Department.

**NOTES:**