



Infection Control: Employee Health Exposure Reporting and Investigating

Policy Statement

All employee exposure incidents to blood, body fluids or other potentially infectious materials must be reported to the Infection Preventionist as soon as practical after such incident occurs.

Policy Interpretation and Implementation

1. Any accident or incident that results in an occupational exposure to blood, body fluids or other potentially infectious materials is to be reported to the Infection Preventionist within twenty-four (24) hours of such exposure.
2. The Infection Preventionist (or designee) will investigate the exposure incident. The following data, as applicable, must be included in the investigation:
 - a. The date and time the exposure incident took place;
 - b. The circumstances surrounding the accident/incident;
 - c. Where the incident took place (e.g., resident room, treatment room, etc.);
 - d. The name(s) of any witness(es) and his/her account of the incident;
 - e. The injured employee's account of the incident;
 - f. The nature of the injury (e.g., needlestick, cut, eye/mouth splash, etc.);
 - g. A description of the task/procedure being performed at the time of the incident;
 - h. A description of the safety measures established for completing the task/procedure;
 - i. A description of the safety measures not followed by the injured (as applicable);
 - j. A description of the safety measures that failed to protect the injured while performing such task/procedure;
 - k. A description of the measures implemented/modified to aid in preventing the recurrence of such exposure incidents;
 - l. A description of how non-managerial staff members participated in the selection of safety measures to prevent the recurrence of exposure incidents while performing such task/procedure;
 - m. Follow-up information as may be necessary/required by facility policy;
 - n. Other pertinent data as necessary or required by facility policy or current regulatory agencies; and
 - o. The signature and title of the person completing the report.
3. The Infection Preventionist (or designee) responsible for conducting the investigation and/or completion of the investigation report(s), must provide such completed documents to the Administrator or designee(s), within twenty-four (24) hours of completing them.
4. The facility has established procedures governing the recording of occupational injuries and illnesses on the current OSHA approved form/log. Copies of such procedures and current OSHA logs are available from the Infection Preventionist and Director of Nursing.

5. A sharps injury record must be completed for all occupational percutaneous exposure incidents (e.g., injuries caused by needlesticks, scalpel cuts, etc.).

References	
References	OSHA’s Bloodborne Pathogens Standard and Enforcement Procedures at: http://www.osha.gov
Related Documents	Employee Health Records Exposure Classification of Tasks/Procedures Exposure Reports Needlesticks and Cuts Sharps Injury Record Task Evaluation and Classification Record
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