



Infection Control: Employee Health: Sharps Injury Record

Policy Statement

All percutaneous injuries from contaminated sharps shall be recorded on the Sharps Injury Record.

Policy Interpretation and Implementation

1. Any incident that results in an occupational exposure to blood, body fluids or other potentially infectious materials from contaminated sharps shall be recorded on the *Sharps Injury Record*.
2. The Infection Preventionist (or designee) will complete the *Sharps Injury Record*. This record will contain, at a minimum:
 - a. The injury identification number established by the facility;
 - b. The type of device involved in the incident;
 - c. The brand of device involved in the incident;
 - d. The department or work area where the exposure incident occurred;
 - e. An explanation of how the incident occurred;
 - f. The injured employee's account of the incident;
 - g. The injured employee's opinion about engineering controls and/or work practices that could have been implemented or followed that might have prevented the injury;
 - h. Other pertinent data as necessary or required by facility policy or current regulatory agencies; and
 - i. The signature and title of the person completing the report.
3. The Sharps Injury Record must be completed within fourteen (14) days of the date the incident was reported to the Infection Preventionist.
4. Information contained in the Sharps Injury Record shall be recorded and maintained to protect the confidentiality of the injured employee.
5. A supply of Sharps Injury Records is maintained at each nurses' station and the Infection Preventionist's office.

References	
Other References	OSHA’s Bloodborne Pathogens Standard and Enforcement Procedures www.osha.gov
Related Documents	Employee Health Records Needlesticks and Cuts Sharps Injury Record Task Evaluation and Classification Record
Generations Revision	February 2020
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