



Needlestick Protocol

Reporting of Exposure Incidents

All exposure incidents must be reported as soon as possible and in no case later than the end of the work shift during which they occurred. An exposure incident means specific eye, mouth other mucous membrane or parenteral contact with blood or OPIM that results from the performance of an employee's duties. Parenteral means piercing mucous membranes or the skin barrier through such means as needlesticks, human bites, cuts or abrasions. The following individual(s) are designated by our organization to receive reports of exposure:

Contact person(s): _____

Telephone: _____

After hours contact: _____

Prevent Needlesticks!

Be Prepared.

Be Aware.

Dispose with Care.

Needlestick Protocol Checklist

- ☐ Don't Panic
- ☐ Cleanse the wound with soap and water
- ☐ Report the incident to the contact person noted above
- ☐ Arrange for immediate confidential medical evaluation and blood testing
- ☐ Identify and test the source individual if possible
- ☐ Complete the Exposure Incident Report
- ☐ Record the incident on the Needlestick Log
- ☐ Record the incident on the OSHA 300 Form
- ☐ Submit a claim to CompWest Insurance 888-709-3651
- ☐ Complete an accident investigation
- ☐ Take corrective action to prevent reoccurrence

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