

EMPLOYEE EXPOSURE CHECKLIST:

Employees Name _____ Title/Position _____ Date of Incident _____
 Institution: _____

ACTIONS NEEDED	Completion Date/time	BY WHOM
<p>If you have had bodily exposure to blood or other potentially infectious materials (OPIM), immediately inform the nearest supervisor of the event and the need to wash the affected area.</p>	_____	_____
<p>Remove contaminated outer gloves and/or protective clothing before handling any door knobs or other objects;</p>	_____	_____
<p>In the event of gross contamination, or eyes being affected get someone to assist you to get to washing facilities;</p>	_____	_____
<p>Immediately, or as soon as possible, wash the affected area of your body; flush affected eyes and mucous membranes with continuous flow of water (eye and face wash station);</p>	_____	_____
<p>Immediately, or as soon as possible, inform your supervisor you have experienced a potential exposure; and provide the basic information about the nature of the exposure (puncture, bite, splash, etc.), type (blood, OPIM), and the area affected;</p>	_____	_____
<p>After washing the affected area, and as soon as possible, proceed to Health Services;</p>	_____	_____
<p>If your clothing or footwear have been contaminated, inform your supervisor you will need a change of clothing; you are prohibited from removing contaminated articles from the facility.</p>	_____	_____

Reviewed: March 2008, May 2009, May 2012, Sept. 2013, July 2014, July 2015, Sept. 2016. Revised: April 2017. Reviewed: Jan. 2018.