

# PROCEDURAL CHECKLIST FOR POSSIBLE EXPOSURE INCIDENTS

The following checklist serves as a guide to supervisors in responding to incidents that result in a potential staff exposure to pathogens from blood and body fluids. It also serves as documentation of action taken in specific incidents.

Employee's Name \_\_\_\_\_ Position/Title \_\_\_\_\_ Date/Time of Incident \_\_\_\_\_

## Employee's Shift Supervisor

Action Needed	Completion Date/Time	By Whom
Immediate treatment of any emergency medical issues presented by staff.	_____	_____
Decontamination of staff member exposed as soon as possible. Provide needed clean clothing, shoes, etc. Contain contamination to immediate area if possible	_____	_____
Exposed staff member reports to Health Services for evaluation/consultation/treatment as soon as possible.	_____	_____
Collect sample of the contaminant, if possible, prior to decontamination of area for potential evidence. PLACE IN BIOHAZZARD BAG. This may not be possible if the area is a potential crime scene.	_____	_____
As soon as possible, unless indicated as a crime scene, assign staff/ offenders to decontaminate the area. This should not involve the staff member who has experienced a potential exposure. Ensure the use of appropriate PPE. Verify whether PPE was compromised.	_____	_____
Ensure the completion of relevant reports (incident, accident, discipline, and post exposure) prior to employee going off duty.	_____	_____
Prior to leaving duty, ensure the employee has been provided with a copy of the incident,	_____	_____

accident, and post exposure reports they completed, and OSHA standard 29 CFR 1910.1030

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Prior to employee leaving duty, review the incident with employee to determine need for further services (ESS, EAP, etc.).

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Prior to leaving duty, inquire about any damage to state or personal property and instruct staff on procedure to replace/repair.

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Upon notice that an offender who has been transported to the local hospital, has expired or will be further transported to UIHC, request local facility to obtain Hepatitis B surface antigen, Hepatitis C antibody and HIV testing prior to transport or release of body.

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Ideally, staff members will bring potential exposure incidents to the attention of supervisors. This may not always happen. In the event that an incident occurs which may have resulted in a potential exposure, supervisors need to make contact with all staff involved to inquire about the possibility of exposure.

**Upon completion of this form, the original must be immediately delivered to Health Services for inclusion in the staff member's medical file, along with all documentation of the event.**