

**PROCEDURE FOR EMPLOYEE EXPOSURE INCIDENT**

<b>EMPLOYEE →→→</b>	<b>SUPERVISOR EMPLOYER →→→</b>	<b>HCP →→→ (Health Care Provider)</b>	<b>EMPLOYER →→→</b>	<b>SPECIAL NOTES</b>
<ul style="list-style-type: none"> <li>⇒ Stay calm</li> <li>⇒ Employee immediately minimizes the extent of exposure, ie:                             <ul style="list-style-type: none"> <li>a. wash affected area thoroughly and/or;</li> <li>b. flush eyes, mouth thoroughly</li> </ul> </li> <li>⇒ Reports incident to supervisor as soon as possible</li> <li>⇒ Seeks medical treatment, as soon as possible, within 1 – 2 hours, but no more than 24 hours after exposure and advises medical provider it is work related incident (see reverse)</li> <li>⇒ Completes appropriate OCO reports:                             <ul style="list-style-type: none"> <li>c. OCO Incident Report (check "Serious" box)</li> <li>d. Blood &amp; Bodily Fluids Report</li> <li>e. Employee Injury Reporting Form/ Exposure Form</li> <li>f. Sharps Injury Log, if needle stick injury is involved</li> </ul> </li> <li>-----</li> <li>⇒ Receives copy of Health Care Professional's written opinion from Personnel after employer receives from HCP</li> </ul>	<p style="text-align: center;"><b>SUPERVISOR</b></p> <ul style="list-style-type: none"> <li>⇒ Directs employee to seek a medical assessment within 1 – 2 hours, but no more than 24 hours after exposure</li> <li>⇒ Provides a copy of Physician form to employee to give to health care professional</li> <li>⇒ Provides appropriate information to the health care professional upon request.</li> <li>⇒ Ensures OCO reports are completed and forwarded:                             <ul style="list-style-type: none"> <li>a. OCO Incident Report (check "Serious" box)</li> <li>b. Employee Injury Reporting Form</li> <li>c. Blood and Bodily Fluids Report</li> <li>d. Sharps Injury Log, if needle stick injury is involved</li> </ul> </li> </ul> <p style="text-align: center;"><b>HUMAN RESOURCES</b></p> <ul style="list-style-type: none"> <li>⇒ Documents events on the OSHA 300 Form</li> <li>⇒ Completes Workers' Compensation C-2 Form if applicable</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Evaluates exposure incident and takes appropriate action in accordance with the standard</li> <li>⇒ Sends only the HCP's written opinion to employer</li> <li>⇒ Documents:                             <ul style="list-style-type: none"> <li>a. Whether HBV vaccine and/or other vaccines are indicated, and if vaccines are indicated, were they administered</li> <li>b. That employee was informed of evaluation results and the need for any further follow-up</li> <li>c. Completes Employee Medical Evaluation Form and returns it to the OCO Human Resources Office</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>⇒ Documents events on OSHA 300 &amp; 301 if applicable</li> <li>⇒ Receives HCP's written opinion</li> <li>⇒ Provides employee with a copy of HCP's written opinion as soon as it is received</li> <li>⇒ As with all work related incidents, the employer has financial responsibility through Workers' Comp. or medical evaluations, treatment and counseling related to the exposure incident</li> </ul>	<ul style="list-style-type: none"> <li>⇒ It is important that employee takes action by thoroughly washing/ flushing, and seeking medical care</li> <li>⇒ OCO Employee Health is not part of the evaluation and diagnostic process; employee should seek outside medical care quickly</li> <li>⇒ The universal treatment is the same regardless of the source individual's medical status.</li> <li>⇒ Identification of the source individual will be made by the employer, if possible, in order to explore source testing. Consent from the source individual is required, prior to collecting and testing samples. The source individual may refuse testing. Test results (not source identity) are shared with the employee.</li> <li>⇒ Confidentiality of the source individual and potentially exposed employee must be maintained according to regulation and policy.</li> <li>⇒ The source individual's medical information should have no bearing on the action and medical steps taken.</li> </ul>

## ***RECOMMENDATIONS***

It is recommended, but not mandated, that the employee be evaluated in one of the following emergency rooms:

Owego Health  
Urgent Care Center  
510 S. Fourth Street  
Fulton, NY 13069  
(315) 592-3500

Oswego Hospital  
Emergency Room  
110 W. Sixth Street  
Oswego, NY 13126  
(315) 349-5511

University Hospital  
Emergency Room \*  
750 E. Adams Street  
Syracuse, NY 13201  
(315) 464-5611

- Ask for an Infectious Disease Specialist.
  - Tell the health care provider the exposure happened at work.
  - The employee may also choose their own primary care provider who accepts Workers' Compensation.
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- *University Hospital has an Infectious Disease Specialist on staff 24 hours a day.*