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| **Injury or Illness** | | | | | |
| **Purpose** | This procedure provides instructions for assisting laboratory employees with a work related injury or illness. | | | | |
| **Occupational Injury** | Follow the activities in the table below to respond to an employee injury. | | | | |
|  | **Step** | **Action** | | | |
| 1 | Stop work. | | | |
|  | 2 | Administer first aid if necessary.  Print Safety Data Sheet if there has been a chemical exposure.   * Skin contact with chemical   + Flush area with running water for at least 15 minutes (safety shower, emergency eyewash).   + Remove contaminated clothing without pulling over face or head. Cut clothing with scissor instead. * Eye contact with chemical, blood or other body fluid   + Flush eye with running water for at least 15 minutes.   + Assistance may be needed to keep the eye open. * Inhalation   + Remove victim to fresh air. * Ingestion   + Do not induce vomiting. * Burns   + Apply cold water to the affected area. * Lacerations, cuts, punctures   + Apply pressure to the area using a clean gauze or pad. | | | |
|  | 3 | Obtain medical attention from Employee Health Service (EHS) or United or Abbott Northwestern Emergency Department.  EHS   * Phone: 952-992-5372 * Address: 5901 Lincoln Drive, Edina, MN * Clinic hours: 0800-1630, M-F with an after-hours call service available | | | |
|  | 4 | **Emergencies**  If an employee experiences an injury that requires immediate emergency medical attention, notify Children’s Security.   * Minneapolis: 5-7777 * St. Paul: 1-8899 | | | |
|  | 5 | Notify laboratory leadership. | | | |
|  | 6 | Complete appropriate form:  [Employee Incident/Injury Report Form](http://khan.childrensmn.org/forms/EmployeeIncident/EmployeeIncident.asp)  [Blood & Body Fluid Exposure Packet](https://starnet.childrenshc.org/departments/InfectionControl/pdf/blood-or-body-fluid-exposure-packet-healthcare-worker-exposure-(hospital-based-locations).pdf) | | | |
|  | 7 | Offer additional assistance if needed, e.g., wheelchair, calling a family member. | | | |
| **Exposure to a Communicable Disease** | Follow the activities in the table below to respond to an employee exposure or illness.   |  |  | | --- | --- | | 1 | Employees that have been exposed to a communicable disease that requires post-exposure follow up at work or outside of work must contact Employee Health Services (EHS) before reporting to work.   * Contact EHS: 952-992-5372 (Internal: 4-5372) | | 2 | Staff members that have been exposed to a communicable disease or hospital associated infection at work must follow-up:   * Contact EHS: 952-992-5372 (Internal: 4-5372) | | 3 | Infection Prevention and Control will initiate a post-exposure investigation. | | 4 | EHS will put together follow-up instructions based on recommendations. | | 5 | For additional details on exposures and illnesses, please refer to organizational policy [1050.00 Employee Health Services](https://starnet.childrenshc.org/references/Policy/1000/1050.00-employee-health-services.pdf). | | | | | |
| **Supporting Documents** | [1050.00 Employee Health Services](https://starnet.childrenshc.org/references/Policy/1000/1050.00-employee-health-services.pdf)  [1067.00 Work Related Injury/Illness Reporting & Management](http://khan.childrensmn.org/manuals/policy/1000/004975.pdf)  [1213.00 Blood or Body Fluid Post-Exposure Management](http://khan.childrensmn.org/manuals/policy/1200/032695.pdf) | | | | |
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| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | | Carol Cram |  | Initial Version |
|  | 2 | | Kerstin Halverson | 07/01/2003 |  |
|  | 3 | | Carol Buhl | 07/20/2015 | Reformatted to CMS.  Renumbered from 7.2.  Added Supporting Documents. |
|  | 4 | | Lab Safety Committee / Carol Buhl | 05/25/2017 | Updated EHS phone number and address. |
|  | 5 | | Lab Safety Committee / Carol Buhl | 10/01/2018 | Listed ED departments as United or Abbott Northwestern.  Added additional assistance to include obtaining a wheelchair or calling a family member. |
|  | 6 | | Andrew Fangel | 10/31/2020 | Added Exposure to Communicable Disease section.  Added supporting document. |