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| Title: | Reporting Occupational Injury or Illness |
| Department/Service Line: | Laboratory |
| Approver(s): | CLIA Director |
| Location/Region/Division: | NTX |
| Document Number: | NTX.LAB.SAF.604.P\_V1 |
| Last Review/Revision Date:  | See Signatures | Origination Date:  | 9/2012 |

# sCOPE

This policy applies to NTX Laboratory employees.

# DEFINITIONS

When used in this Policy these terms have the following meaning:

**Body Substance Exposure:** the result from direct contamination of any surface of the body, including hair, nails and teeth to a body substance such as blood or other body fluids. This contamination may result from a needle stick or other accident involving a sharp object, direct splashing, or because of soaking through a garment. Exposure is considered to have occurred whether or not the skin is intact.

**Work Leadership:** also called “lead tech” or “tech in charge” – a person who is currently assigned to provide direction and support on a specific shift when a supervisor or manager is not available.

**NTX:** North Texas

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| policy |
| The NTX Laboratory will comply with the NTX policies and procedures from the Baylor Safe Choice Department and the Environmental Safety and Emergency Management department regarding on-the-job injuries or illnesses. |

# PROCEDURE

**Employees**

* Report all incidents to the manager or designee, regardless of the perceived seriousness.
	+ Submit “Employee Incident Report” on the Midas system. If the incident is a needlestick or body fluid exposure, report the patient information in the “Describe what happened” space.
	+ Report to the facility’s Employee Health Clinic or emergency room for treatment. Employees may refuse treatment. Document this refusal in the Midas report.

**Students**

* + If a student is injured, the student must report the incident to the Employee Health Clinic to document the incident.
	+ The student must either be treated within their own health insurance plan or be seen in the Emergency Department as a registered patient and is responsible for the cost.

**Supervisory Staff**

* In all cases, the laboratory person providing work leadership during the time of the injury must ensure that all protocols have been followed.

# ATTACHMENTS

None

# RELATED DOCUMENTS

Baylor Safe Choice Plan Policy (BSWH.HR BNFT.002.P)

Record Keeping and Posting (BHCS.ESEM.Safety.24.P)

# REFERENCES

Laboratory General Checklist, College of American Pathologists

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| Revision History |
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| **Version #** | **Effective Date** | **Description of Change** | **Revised By** | **Removed Date** |
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