

TRAINING UPDATE

Lab Location: All Sites
Department: Laboratory

Date Implemented: 5/22/24
Due Date: 6/30/24

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Incident Reporting and Post Exposure Prophylaxis

Description of change(s):

OPIM = Other potentially infectious material = biological materials that have the possibility of passing along an infectious disease.

Anytime an incident occurs on the job, both Adventist and Quest must be notified.

- A. For incidents that DO NOT include OPIM:
 - a. The employee should notify his/her supervisor.
 - b. The employee will be referred to Occ Health (during regular business hours) or ED (outside normal business hours and when serious injury has occurred) for medical care.
 - c. The employee must complete the paper AHC incident report form and submit a copy to both AHC Occ Health and his/her supervisor.
 - d. The employee or supervisor should complete the online Quest incident report form.
- B. For incidents that include OPIM (needlesticks/exposures):
 - a. Notify Occ Health (during normal business hours) or the charge nurse of the unit to which the patient is assigned (after normal business hours).
 - b. The charge RN will ensure baseline labs are drawn from both the exposed employee and the source patient. Then the employee will be counseled regarding post exposure prophylaxis.
 - c. The employee must complete the paper AHC incident report form and submit a copy to both AHC Occ Health and his/her supervisor.
 - d. The employee or supervisor should complete the online Quest incident report form.
- C. The supervisor is responsible for submitting copies of the incident reports to the QA team. The QA team will file the incident reports on a private drive.

Employees have a responsibility to protect themselves and are required to use

- A. Personal protective equipment
- B. Engineering controls
- C. Work practice controls

as directed by management. Failure to do so is a violation of policy.

AHC.SA930 Incident Reporting and Post Exposure Prophylaxis

Copy of version 5.0 (approved and current)

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Periodic Review Completed 5/21/2024

Controlled Copy of a Manual ID 31447



Next Periodic Review
Needed On or Before 5/21/2026

Location FWMC Safety manual

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Approval and Periodic Review Signatures

Type	Description	Date	Version	Performed By	Notes
Approval	Lab Director	5/21/2024	5.0		
				Senda Beltaifa	
Approval	Lab Director	9/27/2023	4.0		
				Senda Beltaifa	
Approval	Lab Director	10/26/2021	3.0	Senda Beltaifa	

Approvals and periodic reviews that occurred before this document was added to the MediaLab Document Control system may not be listed.

Prior History

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Version History

Version	Status	Type	Date Added	Date Effective	Date Retired
5.0	Approved and Current	Major revision	5/17/2024	5/21/2024	Indefinite
4.0	Retired	Major revision	9/12/2023	9/27/2023	5/21/2024
3.0	Retired	Major revision	10/17/2021	10/26/2021	9/27/2023

Non-Technical SOP

Title	Incident Reporting and Post Exposure Prophylaxis	
Prepared by	Leslie Barrett	Date: 4/28/2016
Owner	Robert SanLuis, Stephanie Codina	Date: 7/18/2017

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

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1. PURPOSE

This procedure outlines the process for completing and submitting an incident report and a description of the post exposure prophylaxis (PEP) for the laboratories.

2. SCOPE

This procedure applies to all laboratory employees.

3. RESPONSIBILITY

Laboratory management is responsible for ensuring compliance with this SOP.

4. DEFINITIONS

On the job – includes all activities that are part of an employee’s normal or assigned job duties.

Off the job – includes all activities that are NOT part of an employee’s normal or assigned job duties. Entering the facility and leaving the facility are typically off the job

times, unless the employee has been requested to report to a different site for work by supervision.

OPIM – Other Potentially Infectious Materials; biological materials that have the possibility of passing along an infectious disease.

5. PROCEDURE

A. General Information

Step	Action
1	If an employee has an incident (illness, injury, etc.) that occurred off the job, no incident report is required.
2	<p>An incident report is to be completed and filed with EHS in the following situations:</p> <ul style="list-style-type: none"> • An employee has an incident (i.e. illness, injury, etc.) that occurred on the job. • An incident occurs involving a spill of hazardous material (chemical, biological and/or radioactive) and employee contact occurs. • An incident occurs involving a spill of hazardous material, no employee contact (chemical, biological – more than 100 mL, radioactive – any amount) • An incident occurs involving damage to property (any amount) <p>A reports must be filed for all incidents with or without injury to Quest Diagnostics using the online tool. See instructions in step 4 below.</p>
3	The AHC Employee Incident Form is available on the AHC intranet by clicking the “Occupational Health Info” box and then “Work-Related Injuries.”
4	<p>The Quest Diagnostics incident report can be accessed at: EcoOnline EHS (airsweb.net) Instructions for completing the form can be viewed here: How to Report an Incident.mp4</p> <p>All incidents, whether or not they result in an injury, MUST be reported to EHS using the EcoOnline reporting tool. This includes:</p> <ul style="list-style-type: none"> ▪ Incidents with or without injury ▪ Vehicle collisions with or without injury ▪ Hazardous Observations ▪ Near-Miss events

B. Incident without Exposure to Blood or OPIM

Step	Action
1	Complete the AHC Employee Incident Form and submit to AHC Occupational Health.
2	Complete the Quest incident report using EcoOnline.
3	Follow the Non-Biological Exposure Instructions in addenda B.

C. Incident Involving Exposure to Blood or OPIM

Step	Action
1	Immediately notify AHC Occupational Health if the incident occurs during normal business hours. Notify the charge nurse for the unit to which the patient is assigned if the incident occurs during non-business hours. This will ensure baseline blood specimens are collected on the exposed employee and source patient. The nurse will notify the exposed employee after the rapid HIV results are returned. The employee will be counseled and will have the option for post-exposure prophylaxis.
2	Complete the AHC Employee Incident Form. Make one copy of the AHC incident report and give it to the supervisor. The supervisor is responsible for forwarding a copy of the AHC incident report to the QA department for tracking.
3	Complete the Quest incident report using EcoOnline.
4	Follow the Biological Exposure Checklist in addenda A.
5	All reports of medical testing will be provided to QD EHS using the EcoOnline Reporting tool.
6	Reporting of results to State/Federal agencies will be completed as per Quest Diagnostics Corporate policies.

6. RELATED DOCUMENTS

Laboratory SOPs:

Bloodborne Pathogens Exposure Control Plan, Safety
Chemical Hygiene Plan

Health Care Worker Exposure to Blood and Body Fluids, Post Exposure Prophylaxis
Policy AHC 2.167, AHC intranet

7. REFERENCES

Workers Compensation (QDEHS721)

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes GEC/SGAH/WAH.SA14.000, GEC/SGAH/WAH.SA17.000		
0	8/10/17	Update owner Header: add other sites Section 5 & 6: update QD link; update location of AHC form (step A.3.a)	L Barrett	R SanLuis
1	11/26/19	Header: changed WAH to WOMC Section 1: replaced Quest Diagnostics with laboratories Section 5: added workers compensation to part A, updated QD intranet link Section 7: added SOP Section 9: added addenda C, updated Balt BU contact data on A and B	L Barrett	R SanLuis
2	10/17/21	Header: deleted site names, added All Labs Section 5: updated QD forms & reporting Addenda A & B: added FWMC Footer: updated prefix to AHC	L Barrett	R SanLuis
3	9/8/23	Section 5: Updated procedures for reporting incidents to QD. Added hyperlink to QD form and hyperlink for instructions on how to complete. Section 6: added the hyperlink to related documents. Addenda A and B: added info for reporting online.	D Collier	R SanLuis
4	5/17/24	Updated formatting. Updated AHC reporting process to reflect current procedure.	SCodina	NCacciabeve

9. ADDENDA AND APPENDICES

Addenda A – Biological Exposure Checklist

Addenda B – Non-Biological Exposure Instructions

Addenda C – Workers Compensation

ADDENDA A

Biological Exposure Checklist

Perform the following steps IN ORDER.

If the exposure involves blood, serum or OPIM (see below) to INTACT SKIN, wash the area with soap and running water for 15 minutes. Complete the AHC Employee Incident Form and Quest Incident, Injury, Illness Investigation report forms with your Supervisor or the Manager on Duty. The supervisor submits AHC form to the hospital Occupational Health department and QD form to the QD business unit. **STOP AT THIS POINT.**

If the exposure involves a cut or puncture with a sharp item contaminated with blood, serum, OPIM (see below), wash the site of injury with soap and running water for a minimum of 15 minutes.

- If blood, serum or OPIM are splashed into the eyes, wash the eyes with the eyewash for 15 minutes. CONTINUE...
- If the injury site is bleeding, apply a bandage to the site of injury (if bleeding is *uncontrollable*, report immediately to the Emergency Room or dial 4444 [SGMC or WOMC] or 2222 [FWMC]). CONTINUE...
- Contact your Supervisor, or if unavailable, another lab Supervisor or the Supervisor on call. CONTINUE...
- Find the source specimen(s). Include all the Identification number(s) for the sources with the report to EHS. CONTINUE...
- If the exposure occurs during the time when the Occupational Health Department is operating, take the AHC Employee Incident Form with you and report to the Occupational Health Department. At all other times, take the AHC Employee Incident Form with you and report to the Emergency Room. CONTINUE...
- Complete the Quest Online report using the EcoOnline Reporting tool.
- Retain a copy of all forms for employee's personnel file.

OPIM or Other Potentially Infectious Materials are biological materials that have the possibility of passing along an infectious disease. OPIM includes:

Blood	Cerebrospinal Fluid	Pleural Fluid	Pericardial Fluid	Synovial Fluid
Vaginal Secretions	Peritoneal Fluid	Amniotic Fluid	Unfixed Tissue or Organ	Semen

ADDENDA B

Injury/Illness Instructions (NON-BIOLOGICAL EXPOSURE)

Perform the following steps IN ORDER.

If the injury/illness is believed to be immediately dangerous to life and health, or if the employee cannot be transported safely to the Emergency Room, contact Hospital Emergency at extension: 4444 for SGMC and WOMC or 2222 for FWMC.

- Complete the AHC Employee Incident Form as soon as possible.
- Complete the EcoOnline reporting tool to report incident to Quest Diagnostics. See link below.
- Retain a copy of all forms for employee's personnel file.

If the injury/illness is not immediately life threatening:

- If the injured employee wishes to seek medical attention, allow the employee to take the AHC Employee Incident Form to the Emergency Department (if after hours) or to Occupational Health if during normal business hours.
- Complete the EcoOnline reporting tool to report incident to Quest Diagnostics. See link below.
- Retain a copy of all forms for employee's personnel file.
- Again, if the injury/illness is believed to be immediately dangerous to life and health, contact Hospital Emergency for transport to the Emergency Department.
- In all cases, the injury must be reported online, to the EHS using the EcoOnline Reporting tool. Please complete using the link below.

<https://us.airswab.net/QuestDiagnostics/Module/#!/AI/New>

ADDENDA C

Workers Compensation

A. Responsibility

Laboratory Department Manager/Supervisor

- Arrange for, or provide, transportation to treatment facility as required.
- Provide medical treatment authorization form and/or call medical facility when possible.
- Promptly report (the day of occurrence) all employee work-related injuries and/or illnesses to the EHS contact.
- Investigate and document the root cause of all work-related injuries and/or illnesses in the appropriate sections of an Incident and Injury Investigation Report, Needle and Lancet Injury Report, Supplemental Vehicle Incident Report for all employee work-related injuries and/or illnesses.
- Work with the EHS contact to identify and implement engineering and/or administrative controls to prevent similar future occurrences.
- Revise the Job Hazard Analysis (if present) and educate employees on safe work practices within the department and make them aware of potential hazards that exist.
- Utilize Quest Diagnostics performance management when necessary for those employees who fail to adhere to safety policies and procedures.
- Partner with EHS and HR to identify transitional work, when necessary, and ensure that the injured worker adheres to the medical treatment plan.
- Make EHS aware of any doctor notes, or other pertinent information that may be related to the claim of injury (such as employee activities outside of the work environment).

Employee

- Report work-related injuries and/or illnesses immediately to the supervisor, manager, or EHS contact without fear of discrimination or reprisal.
- Complete Incident and Injury Investigation Report, Needle and Lancet Injury Report, and Supplemental Vehicle Incident Report (as applicable) for all work-related injuries and/or illnesses within 24 hours of the occurrence.
- Keep all scheduled appointments with the treating medical provider. Adhering to the medical treatment plan provided, including transitional work following an injury.
- Provide a copy of the medical work status report to the supervisor/manager after every medical visit/evaluation until released from care.

Note: Failure to comply with the above responsibilities may directly impact the employee's WC benefits and timely recovery.

B. Reporting

Follow the routing incident reporting process. In addition, the following may apply:

- The local EHS contact will authorize any medical treatment needed at the designated medical provider for non-traumatic and non-exposure injuries. The supervisor/manager can authorize the medical treatment if the EHS contact is not available.

- If the work location is in an employee-choice state **and** the employee has designated a treating physician, make contact with the employee's designated physician to confirm the following:
 - That the employee can be seen right away
 - That the physician accepts Workers' Compensation cases
 - The details concerning the injury allegation and
 - The company's intent to find appropriate transitional duty work to assist with the employee's recuperation.
- In the event that the physician is too far away, too booked or not interested in WC medical care, the employee should be directed to the company's network medical provider.
- Quest Diagnostics will pay for employee's wages for the initial medical evaluation if it occurs outside of normal work hours.

C. Compensation Claim and Leave

- The EHS contact or designee will file the claim when appropriate.
- Employee injury that results in lost time from work -
 - Workers compensation leave days must be sanctioned by the preferred provider network doctor or, in states where applicable, by the injured employee's pre-designated Personal Treating Physician, in writing. The communication will indicate the number of authorized days off or the date for the next re-evaluation.
 - Unauthorized days taken by the employee are not considered lost workdays for workers compensation purposes and must be paid by accrued TOP/PTO.
 - Employees returning to work from workers compensation leave must provide a return to work authorization from treating medical provider. Early return to work without authorization is not allowed.
- The employee or supervisor is responsible for sending an email to HealthPlanBenefits@questdiagnostics.com notifying them of any lost work time due to a work-related injury or illness greater than 3 days. The HRSC Benefits Specialist will update PeopleSoft/Oracle with leave or return to work codes and contact Cigna to evaluate the employee's eligibility for Family and Medical Leave Act (FMLA) benefits.
- Waiting period
 - Depending on state law, an injured worker has a waiting period, usually 3-7 days, before workers compensation benefits will pay lost time benefits. In most cases, this waiting period is reimbursable by workers compensation if the absence due to injury or illness exceeds ten (10) to twenty-one (21) days. Individual state law dictates the number of days in the waiting period.
 - Employees must use accrued Time Off with Pay (TOP or PTO) if available or take waiting period days without pay (which may require prior approval).
 - Local EHS in conjunction with employee's manager/supervisor is responsible for interfacing with payroll to ensure accurate handling of TOP/PTO and employee's pay. **Note:** TOP/PTP does not accrue while employee is on workers' compensation leave.