

ACCIDENT REPORTING PROCESS

- St. Joseph Medical Center Tacoma, WA
 St. Clare Hospital Lakewood, WA
 St. Elizabeth Hospital Enumclaw, WA
 St. Francis Hospital Federal Way, WA
 St. Anthony Hospital Gig Harbor, WA
 PSC

PURPOSE

To define the FHS Laboratory process that occurs when an employee receives a blood borne pathogen exposure or other injury. Employees are required to report accidents and have access to medical consultation.

BACKGROUND

Any employee receiving a blood borne pathogen (BBP) exposure must immediately report to an FHS Emergency department for a medical evaluation. An Employee Incident Report must be filled out on line (IRIS) for all staff injuries or accidents, and employees must file a workman’s compensation claim with Human Resources.

RELATED DOCUMENTS

FHS Blood-borne Exposure Management Policy #103.

FHS BLOOD BORNE PATHOGEN EXPOSURE GUIDELINES POLICY #103

Exposure significance of a percutaneous or mucotaneous exposure to potential blood borne pathogen (BBP) is defined by the Center for Disease Control guidelines.

- The employee must report to the Emergency Room within one hour after a BBP exposure. Antiretroviral therapy is most likely to be effective if initiated within two hours of exposure.
- FHS Employee Health oversees the initial and subsequent testing of the employee and source patient.
- Source patients are tested for HIV, Hepatitis B Surface Antigen, and Hepatitis C Antibody.
- Exposed patients are tested for HIV, Hepatitis B Surface Antibody, and Hepatitis C Antibody.

FIRST AID AND COMPLETING THE EMPLOYEE INCIDENT REPORT

Employees with percutaneous or mucocutaneous contact with blood or other potentially infectious material should give themselves first aid as follows and then complete an Employee Incident Report:

1. Initiate immediate first aid measures, i.e. flush with copious amounts of soap and water for percutaneous, and flush exposed sites with copious amount of running water for mucocutaneous exposures.
2. Notify the individual in charge of their work area at the time.
3. Fill out an IRIS report in the department or in the Emergency room.
4. Report to the Emergency Department for assessment and possible antiretroviral treatment. Employees sustaining a blood-borne pathogen exposure off campus, will report to the nearest FHS Emergency Department immediately.
5. All FHS laboratory incident reports are forwarded to the Lab Regulatory Manager by the employee manager for review and trending of safety issues.

EMPLOYEE INJURY LOG

All accident and incident reports are incorporated into the Laboratory Quality Plan, and reviewed by the Lab Regulatory Manager and the Laboratory Management team (annually). All blood borne pathogen exposures due to sharps are tracked by the brand/type of sharp. Trends in employee injuries are reviewed to determine new needs in safety training, safety devices, or additional competency assessments.

DOCUMENT APPROVAL Purpose of Document / Reason for Change:			
Minor edits. No major process changes. IRIS terminology replaced employee incident report (paper). KL 9/3/13			
<input checked="" type="checkbox"/> No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.			
Committee Approval Date	<input type="checkbox"/> Date <input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility	Medical Director Approval (Electronic Signature)	<i>Linda Burkhardt, MD</i> 8/26/11