

Needle Sticks, Exposures and Accidents at Work

USA Hospitals Policy Statement:

All employee injuries or potential exposure to disease are reported and documented by the completion of the [Employee Incident/Accident Form](#) and routing it through the appropriate channel within 72 hours. If the event leads to an injury or exposure, the Employee Health Nurse should be contacted during duty hours or the Clinical Nurse Administrator in the absence of the Health Nurse. The employee should also notify his/her department head or supervisor immediately after an accident.

General Information:

1. If an accident is serious or requires urgent medical attention, the employee should report to the Emergency Department, then to the Employee Health Nurse.
2. The supervisor/department head should notify the On-Call Administrator if the accident is of a serious nature.
3. The employee completes the appropriate portions of the Employee Incident/Accident Form. The supervisor/department head is responsible for going to the scene of the accident; obtaining the name of any witness; if a hazardous condition persists, correct or guard the condition to prevent another accident; and documenting actions taken on the Incident/Accident Form. The department head may contact the Hospital Safety Officer to assist in investigating any incident/accident.

DOING AN OUTSIDE ROTATION!? HERE IS WHAT YOU NEED TO DO!!!

Should a resident sustain an occupational exposure to a communicable disease/occupational injury while at a site other than noted above, the policies and procedure for evaluating occupational exposures and injuries at that site should be initiated by the local site director on behalf of the resident.

