



HR Department Checklist
Post Exposure Incident/Sharps Injury Follow-Up

The Human Resource Department will perform the following after a BBP exposure incident or sharps injury:

Records Related:

- _____ Give Safety Committee copy of: (redact names first)
1) BBP Exposure/Sharps Injury Incident Report; 2) Employee Injury Incident Report
- _____ Place in employee medical file: 1) BBP Exposure/Sharps Injury Incident Report (original & copy that is returned with Safety Committee comments); and 2) Post Exposure Blood Test Consent/Refusal Form once completed by exposed employee; 3) Source Individual Blood Test consent/Refusal Form.
- _____ Record incident on OSHA300 form.

Incident Related:

- _____ Notify the source individual, if known, of the exposure incident and ask them to fill out "Source Individual Blood Test Consent/Refusal Form".
 - _____ If source individual agrees to be tested and have test results released, give blood test results to exposed employee with regulations on confidentiality/disclosure of identity and infectious state of source individual.
 - _____ If source individual refuses to be tested or if test results are positive, encourage exposed employee to have a blood test and clinical evaluation as soon as possible.
 - _____ If exposed employee agrees to blood test, have them complete the Post Exposure Blood Test Consent/Refusal Form.
 - _____ If test results are negative, ask employee get re-tested as follows:
 - _____ 6 weeks post exposure
 - _____ 12 weeks post exposure
 - _____ 6 months post exposure
 - _____ If employee refuses evaluation, document this refusal using the Post Exposure Blood Test Consent/Refusal Form and keep in employee's medical file.
- _____ Provide the following info to physician performing post-exposure evaluation
 - _____ Copy of regulation pertaining to bloodborne pathogens or the link to WAC 296-823-160
 - _____ Description of employee's duties
 - _____ BPP Exposure/Sharps Injury Incident Report
 - _____ Results of source individual's blood test if release is authorized.
 - _____ Any relevant medical records of employee, including vaccination status.
- _____ Obtain written report from physician performing post-exposure evaluation with 15 days of evaluation unless physician sends directly to exposed employee.