



ACCIDENTAL EXPOSURE RECORDING FORM

Business Name / Location: _____

Date of Incident (dd/mm/yyyy)	Exposed Person's Full Name Address Phone #	Details of Accidental Exposure	Action taken	Name of Personal Service Worker Involved in Exposure

* This record must be kept by the owner/operator of the premises for 5 years with the most recent 12 months onsite.

Sources: Ministry of Health and Long Term Care, Infection Prevention and Control Best Practices for Personal Services Settings, Jan. 2009.

www.durham.ca Keyword search: Beauty & Body Art Safety
Environmental Help Line: 905-723-3818 or 1-888-777-9613 ext. 2188

DUHEV – 253 Mar/09



Health
Department

Blood and Body Fluid Exposure **Response Procedures**

Blood and body fluids may contain pathogens such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV)

What is an exposure?

- Needle stick or cut from sharp object contaminated with blood and/or body fluid
- Blood or body fluid contact with broken skin (open cut, wound, dermatitis)
- Blood or body fluid contact with mucous membrane (eyes, nose mouth)

You do not have to see blood or body fluids on instruments for an infection to occur.

What to do if there is an exposure:

1. Wear single-use gloves prior to handling or dressing the wound.
2. Wash the exposed skin surface with water and soap. If the area is bleeding, allow it to bleed freely. After cleaning the wound, apply a skin antiseptic and cover with a clean dressing or bandage.
3. If there has been a splash onto a mucous membrane (eyes, nose, mouth) flush the area thoroughly with water.
4. The person exposed must **immediately** contact a physician.
5. Document all incidents and keep records on site for one year and on file for 5 years.
What information needs to be documented when there has been an exposure?
 - Full name (first and last), mailing address and phone number of the person exposed.
 - Full name of PSW (first and last) involved in the incident.
 - Date of injury/exposure.
 - Details of the exposure including where on the body the injury/exposure occurred and how the injury/exposure occurred.
 - Action taken.
6. Clean all exposed equipment to remove organic material. Disinfect equipment using the appropriate level of disinfection (see Routine Practices Poster).