

## **BLOODBORNE PATHOGEN EXPOSURE PROCEDURE**

### **UNIVERSITY OF SOUTHERN CALIFORNIA**

A step-by-step process of what to do in case of an accidental exposure to human blood, blood products, or human or non-human primate cell lines, or a needle-stick.

#### **WHAT TO DO FOLLOWING AN EXPOSURE**

##### **A. EXPOSED EMPLOYEE:**

1. Wash the exposed area with soap and water. Do not scrub the area. Do not use bleach. Flush mucous membranes (eyes, mouth) with water or saline for a minimum of 15 minutes.
2. Immediately notify your supervisor of your exposure. Your supervisor must submit a completed "Supervisor's Report of Injury" and Workers' Compensation form, and also call Laboratory Safety at 323-442-2200 to report the injury. Take the completed "Supervisor's Report Injury" to the Healthcare Service Site (see back cover).
2. If the person whose blood you were exposed to (source) is present, instruct him or her to accompany you to the Healthcare Service Site. If the source does not comply, document his or her name and contact information.
3. Inform the Healthcare Service Site that you are there for a work-related injury.
4. Provide the following information to the Healthcare personnel who will evaluate you: the date, time, location and description of the exposure and hepatitis B immunity of the person whose blood you were exposed to (source). The Healthcare Service Site will offer you anti-viral medication treatment to attempt to reduce the risk of HIV infection. You may choose to begin the anti-viral medication. The Healthcare Service Site will provide additional information as appropriate and any needed consent forms.
5. A negative HIV test result for you is required before an HIV test on the source patient can be requested.
6. Within 15 days, the Healthcare Service Site must provide your employer with a written opinion of the initial test results. Keep all required follow-up appointments. All costs will be paid by Workers' Compensation.

##### **B. SUPERVISOR:**

Supervisors must follow the guidelines below when one of their employees is exposed to potential bloodborne pathogens on the job. Laboratory Safety must be notified immediately after the incident.

1. Once notified of an employee's exposure, complete a Workers' Compensation form and a "Supervisor's Report of Injury," and "Sharps Injury Form" found at (under Filing a Claim) <http://capsnet.usc.edu/WC>
2. If the patient whose blood the employee was exposed to (source) is present, instruct him or her to accompany the employee to the Healthcare Service Site (see back cover). If he or she does not comply, document the name and contact information.
3. Direct the employee to the designated Healthcare Service Site. Provide the employee with a copy of your Exposure Control Plan, a copy of the employee's job duties as they relate to the incident, including relevant employee medical records that pertain to vaccination status, the Supervisor's Report of Injury, and the identity of the source patient, if known. The Healthcare Service Site must keep this information in the employee's confidential medical record.
4. Notify Laboratory Safety at (323) 422-2200 of the injury. Laboratory Safety will investigate and provide additional consultation.
5. Investigate the exposure before the end of the work shift and implement corrective action. Contact Laboratory Safety if additional information is needed.
6. The Healthcare Service Site must provide you a written opinion of the initial test results within 15 days. Upon receipt, provide a copy of this information to the exposed employee.
7. Medical records must remain confidential and on file for the duration of employment plus thirty years. Assure that Workers' Compensation or the Healthcare Service Site will appropriately maintain the records.

**C. HEALTHCARE SERVICE SITE:**

1. Evaluate the employee.
2. Document the exposure incident.
3. Arrange for testing of exposed employee and source patient (if health status not already known).
4. Provide the supervisor with a written opinion of test results within 15 days. Include documentation of evaluation results, any follow-up needed, whether HBV vaccine was administered, and that the employee was informed.
5. Provide counseling to exposed employee.
6. Provides post-exposure prophylaxis if medically indicated.
7. Evaluate associated illness reported.
8. Schedule post-exposure visits at specified intervals, as appropriate.

**D. SOURCE PERSON**

The Source Patient is the individual whose blood, blood product or contaminated item the employee came into contact.

1. Source is to be notified of the accidental exposure of the employee.
2. The source person must sign a consent form for the exposed employee's Healthcare Service Site prior to having their blood or other specimens tested.
3. The Healthcare Service Site must counsel the source on options regarding whether or not to provide consent for HIV testing.

**For Medical Attention During Business Hours**

**Health Science Campus**

Internal Medicine (HCT 1000)  
1520 San Pablo St.  
Los Angeles, CA 90033  
(323) 442-5100

**University Park Campus**

Student Health Center  
849 W. 34<sup>th</sup> St. (1<sup>st</sup> floor)  
Los Angeles, CA 90007  
(213) 740-9355

**For Medical Attention After Business Hours**

**Health Science Campus**

White Memorial Hospital  
1904 Bailey Street, Suite 100  
Los Angeles, CA 90033  
(323) 222-9675

**University Park Campus**

Good Samaritan Hospital  
1225 Wilshire Blvd.  
Los Angeles, CA 90017  
(213) 977-2121