Reporting and Documenting Incidents and Sharps Injuries

All incidents and sharps related injuries shall be reported immediately by completing a Stanford University Incident Investigation Report (SU-17) and a Sharps Injury Report (within 24 hours of the injury).

All incidents and sharps related injuries shall be reported immediately by completing a Stanford University Incident Investigation Report (SU-17) and a Sharps Injury Report (within 24 hours of the injury) both forms are additionally available on the Biosafety web site. Medical information will not be discussed or revealed to supervisors, personnel representatives, or other health care professionals who do not need the information.

Medical Surveillance Program

The PI/Supervisor, working with the employee, will explain medical surveillance participation and services available for personnel. EH&S provides required medical services and emergency service oversight. Any communication between the medical provider and the PI/Supervisor will be carried out in a manner that does not breach medical confidentiality.

1) Hepatitis B Vaccination

All personnel covered by the Local ECP must complete the “Stanford University Hepatitis B Vaccine Declaration Form” and submit to the Stanford University Occupational Health Center (SUOHC) within 10 working days from start of potential exposure.

Hepatitis B Vaccine: A safe and effective vaccine is available for protection from Hepatitis B. While Stanford University strongly encourages employees to be vaccinated, accepting vaccination is not a condition of employment. Immunization requires three injections of vaccine over a six-month period. This vaccine is available at no cost to all personnel that are potentially exposed to blood/OPIM. Post-vaccination serological testing to ensure that protective antibodies to Hepatitis B have developed is also provided at no cost following completion of the vaccination series or as medically indicated.

The PI/Supervisor will ensure that all personnel with potential for occupational exposure to BBP are offered the Hepatitis B (HBV) vaccination in a timely manner (within ten working days of initial assignment). The HBV vaccination will be offered to personnel as a prophylactic treatment or made available post-exposure. Hepatitis B immune globin is also offered as a prophylactic within 24 hours of an occupational exposure.

HBV-related information, FAQs, and the declaration form are available online at: www.stanford.edu/dept/EHS/prod/researchlab/medsurv/.

To schedule a vaccination or a medical consult concerning exposure risk, and the risks and benefits of the vaccination, Stanford University students and employees can go to the:

Stanford University Occupational Health Center (SUOHC)  Phone: (650) 725-5308
Environmental Safety Facility (ESF)  Fax: (650) 725-9218
480 Oak Road, Room B15
Stanford, CA 94305-8007

If an at-risk employee declines the vaccination, the employee must sign a declination form. Employees who declined vaccination may request and obtain the vaccination at a later date at no cost.

2) Post-Exposure Evaluation and Follow-up
Any exposure (e.g. spill, needlestick, ingestion) resulting in direct, unprotected contact with human or primate blood, fluids, or tissue gives the employee the right to prompt medical evaluation and treatment with a qualified physician. These services will be provided at no cost to the employee.

**What to do post-exposure:** After any direct exposure to BBP, **immediately wash the affected area with soap and water.**

In the event that a Stanford University employee or student is accidentally exposed to human blood or blood products, **students and employees** should report to the Stanford University Occupational Health Center (SUOHC) (650.725.5308) at 480 Oak Road, Stanford, CA, 94305 or to **Stanford Hospital Emergency Room if it is an emergency or after normal business hours and weekends,** where an established medical protocol will be followed. This protocol is designed to provide the individual with the most appropriate medical procedures, consultation and supportive therapy. The exposed employee or student will be provided with a written opinion that will include:

- HBV vaccination status and recommendation
- Results of the post-exposure evaluation and follow-up discussion of any medical conditions resulting from exposure to blood or other potentially infectious materials which requires further evaluation or treatment
- All other findings or diagnoses shall remain confidential and will not be included in the written report.

Personnel may refuse post-exposure evaluation and follow-up from the SUOHC and instead be provided, without cost, a confidential medical evaluation and follow-up from an independent healthcare professional selected by the SUOHC.

**Exposure to animal bites and scratches:** It is important to report all bite wounds and scratches. Wounds must be cleansed immediately in your work area. Instructions for the proper cleaning of wounds will be given to you by your supervisor. **After you have cleansed the wound, go immediately to the Stanford University Occupational Health Center (650.725.5308) or to the Stanford Emergency Room after hours and on weekends.**