

**Supplemental Attachment B
Sharps Injury Log**

Non-needle sharps and needle devices used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids must have a built in safety feature that effectively reduces the risk of an exposure incident (i.e. needle stick). Anytime an exposure incident occurs the incident shall be recorded on a sharps injury log within 14 working days of the date the incident is reported. Provided below is a Sharps Injury Log for use in documenting these exposures.

Complete this log record for each exposure incident involving a sharp and return to EHS.

Institution: _____ Building: _____

Address: _____ Date Log Completed: _____

Completed by: _____ Phone Number: _____

As relates to the incident:

Name of Person Injured: _____

Job Title of Injured: _____

Date of Injury: _____ Time of Injury: _____

Department:

Room Number Where Injury Occurred: _____

Type of Sharp Involved: _____

Brand of Sharp Involved: _____

Model: _____
(e.g. 18g needle/ABC Medical/"no stick" syringe)

Procedure being performed at the time of incident:

How the incident occurred:

The body part involved in the exposure incident:

Protective mechanism:

Was the sharp's protective mechanism activated?

If applicable, did the injury occur:

Before the mechanism was activated?

During the activation of the mechanism?

After activation of the mechanism?

Anytime sharps need to be evaluated for selection of needle and non-needle sharps, then a committee is used which includes non-managerial employees responsible for direct patient care who are potentially exposed to injuries from contaminated sharps. This committee is to identify, evaluate and select needle and non-needle sharps with built in safety devices. This committee may select different devices for different job tasks. However, The University is not required to provide different devices for each area with similar job tasks. If an employee is physically unable to use the selected device, the employer must provide a device that can be used. For more information on the use of committees to identify, evaluate or select sharps, contact EHS at 205-348-5905. Interactive, hands-on training shall be provided for employees who use the selected devices and this training shall be documented.