

Standard Operating Procedure	
Accidental Occupational Exposure and Reporting Workplace Incidents	
SOP Number: <u>SOP-AOERWI-02</u>	Category: <u>Lab Process</u>
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	Pages: <u>1 of 4</u>
Issued by: Director, Health Sciences Research	

1.0 POLICY

In the event of workplace hazards, injury or illness, incidents must be promptly, accurately, and consistently reported by all users of the W.J. Henderson Centre for Patient-Oriented Research (WJHCPOR). Kingston General Health Research Institute (KGHRI) is committed to providing a safe and healthy workplace environment for all users of the WJHCPOR. Where exposure to hazards and/or injury/illness occurs in the WJHCPOR, Kingston Health Sciences Centre (KHSC) and/or Queen’s University (Queen’s) will provide occupational health & safety services and/or trained First Aid providers to address the injury/illness, facilitate post exposure surveillance of users, and promote the timely return to suitable work. Users of WJHCPOR must **immediately** notify all incidents to their supervisor/manager, the designated KGHRI staff member, and the appropriate institutional occupational health, safety and wellness department. KGHRI, KHSC and Queen’s will ensure for all users of WJHCPOR compliance with legislation including the Occupational Health and Safety Act and the Workplace Safety & Insurance Act.

2.0 PURPOSE

To prevent the transmission of infectious disease, to facilitate any required first aid treatment or other emergency assistance when exposed to an accidental occupational hazard by a route of entry, and to ensure all hazards, injury and illness (“incidents”) experienced by users of WJHCPOR are reported, addressed and dealt with in a timely manner.

3.0 DEFINITIONS

Hazard- a danger or risk that has the capability of producing adverse effects to the health, well-being and safety of an individual.

Body Fluid- a liquid produced by the body; includes blood, cerebral spinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, seminal fluid, vaginal secretions, human tissue, or any body substance containing visible blood.

Infectious Disease- Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one individual to another individual. Examples include Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and Hepatitis C Virus (HCV).

Routes of Entry-means by which a substance gains access into the body; includes ingestion (mouth), inhalation (lungs) or absorption (contact). Examples include needle stick injuries (percutaneous), splashes to the mouth, nostrils or eyes (mucous membranes) and exposure to skin or open wound (i.e. cuts, abrasions, dermatitis).

4.0 PROCEDURE

Users are responsible for:

- Obtaining first aid or other emergency assistance **immediately**, if required, when exposed to a hazard or experienced an illness and/or injury.
- For percutaneous injury or contact with non-intact skin, users need to allow the puncture, cut or abrasion to bleed freely, and wash well with antiseptic soap under running water for 5 minutes. For contact with mucous membranes (eyes, nose, mouth) users need to flush thoroughly with water for at least 15 minutes. See “Emergency Eyewash Safety” SOP. For direct contact to the eyes, skin, body or mouth with cytotoxic drugs and/or to bodily fluids/wastes/biospecimens from research participants undergoing cytotoxic drug treatment, flush thoroughly the affected area with water for at least 15 minutes. See “Safe Handling of Cytotoxic Drugs and Bodily Fluids” SOP.
- Queen's University Faculty, employees, students and trainees may contact Walsh and Associates Occupational Health Services (at their Belleville number) during business hours if they need advice about whether a visit to an Emergency department is required, and to arrange follow-up for post exposure testing. If they cannot reach Walsh and Associates immediately then they should go directly to KHSC’s Emergency Department (KGH campus).
- KHSC employees, when seeking emergency assistance, need to go to KHSC’s Occupational Health, Safety & Wellness (OHSW) first. If OHSW is closed, visit KHSC’s Emergency Department (KGH campus).
- Reporting the workplace hazard, injury or illness **immediately** to their supervisor/manager, the designated KGHR staff member, and the appropriate institutional occupational health, safety and wellness department as it is a legal requirement under the Occupational Health & Safety Act. KHSC employees need to complete a KHSC Employee Incident Report through the online Safe Reporting tool for workplace incidents. Queen's University Faculty, employees, students and trainees need to complete a Queen’s Incident Report located on Queen’s Environmental Health & Safety website (<https://www.safety.queensu.ca/emergency-report-incident>). Both institutional occupational health and safety departments will further manage the exposure by screening, treatment and counseling.

KGHRI is responsible for:

- Taking corrective actions to prevent recurrence of workplace exposure of hazards and injuries/illnesses experienced by users of WJHCPOR. Corrective actions must be done **immediately** if risk/severity is high to other users of WJHCPOR.
- Restricting access to designated area(s) and/or research equipment within WJHCPOR in the event that the area(s)/equipment of the reported incident poses further risk and/or is unsafe for continued access/use. All defective research equipment should be tagged out of service until corrective actions have been addressed and resolved.
- Contacting KHSC's Maintenance Department to submit a work order to address all defective research equipment.
- Consulting with appropriate institutional occupational health, safety and wellness department following the submission of incident reports.
- Ensuring that all users of WJHCPOR have reported any incidents to their appropriate institutional occupational health, safety and wellness department. In the event that a user of WJHCPOR is unable to submit an incident report to the appropriate institutional occupational health, safety and wellness department, KGHRI will submit an incident report on their behalf and document this matter in their internal files. A copy of the incident report will be provided to the user and user's supervisor/manager, in addition to the appropriate institutional occupational health, safety and wellness department.

5.0 REFERENCES

- Queen's University Environmental Health & Safety Manual: SOP-Biosafety-08 Human Tissue, Blood or Other Body Fluid
- KHSC Clinical Laboratory Services Safety Manual: SF7-50-01 Accidental Occupational Exposure
- http://www.who.int/topics/infectious_diseases/en/

6.0 SOP HISTORY

SOP Number	Date Issued	Summary of Revisions
SOP-AOERWI-01	01-DEC-2017	Original version.
SOP-AOERWI-02	01-MAY-2019	Bi-annual review of SOP completed. SOP header format updated. SOP version number updated. SOP effective date updated. Removed "Contacts" section from SOP. Updated section numbers for "References" and "SOP History". Additional precautions related to use of cytotoxic drugs added to Section 4.0, bullet 2, under "Users Responsibilities". Reference to SOP-SHCDBF-01 added under Section 4.0, bullet 2, under "Users Responsibilities". Updated URL link for Queen's Incident Report under Section 4.0, under "Users Responsibilities", under bullet 5. Updated "SOP History" section.