

MANAGER BLOOD AND BODY FLUID EXPOSURE PROTOCOL CHECKLIST

Templates are provided as an example and it is intended that a physician/manager/owner of a worksite will tailor it to their own operation to help meet the requirement under the OHS Act that they will ensure the health, safety, and welfare of workers at their worksite.

DEFINITIONS
EW: Exposed Worker BBFE: Blood and Body Fluid Exposure HR: Human Resources
CHECKLIST
<input type="checkbox"/> EW's manager records relevant information, begins investigation, and advises EW on next steps. ¹
<input type="checkbox"/> Ensure EW has informed the onsite physician, and discusses source consent, source risk questionnaire, and source baseline requisition.
<input type="checkbox"/> Ensure EW fills out EW consent form (for source baseline blood work follow-up).
<input type="checkbox"/> If there is no onsite physician present, manager informs the Manager of Access & Attachment Services (Primary Care Centre manager).
<input type="checkbox"/> Manager of Access & Attachment Services (Primary Care Centre manager) informs physician at Primary Care Centre, and they send source baseline requisition to lab of source's choice.
<input type="checkbox"/> Manager informs their director of incident.
<input type="checkbox"/> Director informs Medical Director of incident.
<input type="checkbox"/> Manager, director, and Medical Director follow-up to ensure safety and well-being of EW, review and revise protocols as needed.

¹ If visit to urgent care or emergency department is refused by EW, EW **must** complete a liability waiver. Submit completed waiver to manager.