EXPOSURE Or Potential Exposure Incident Report
CONFIDENTIAL RECORDS FOR HUMAN RESOURCES ONLY!

Employee with True (or Potential) Exposure

Date/Time of Incident a.m./p.m. Employee’s Supervisor

Date/Time Incident Reported Reported to:

by Employee.

Reported ___ in person ___ via phone call

Exposure or Potential Exposure Occurred Where (be as specific as possible)

NOTE: Exposed or potentially exposed individuals should reveal as much relevant information as possible regarding the incident in the event there was a “true” exposure and it becomes necessary for the source of the infectious material to be located.

Were there witnesses to the exposure or potential exposure __Y__N

Names, if known, of witness(s)

Describe, if know, how exposure occurred. Examples would be:

Clean-up without adequate PPE (gloves, face mask, etc.) Specify which item(s) was not used

Accidental contact with source (example: brushed against source – blood swipe onto victim

Needle Stick – State location of needle. Specify how contact was made with needle.

Unsure of what the infectious material was.