



INCIDENT REPORT

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

DIRECTIONS: To be completed by the employee who is reporting exposure and forwarded within two (2) days to the HR/Benefit Specialist, in the Department of Human Resources.

NAME OF EMPLOYEE REPORTING EXPOSURE: _____

DISTRICT EMPLOYEE NUMBER: _____ BUILDING : _____

DATE OF INCIDENT: _____ JOB TITLE: _____

Please give the date you verbally reported the incident to your building administrator _____ and
the HR/Benefit Specialist: _____
(date) (date)

1) NATURE OF EXPOSURE

◆ Did another person's blood come into contact with a cut/scratch, broken skin?

◆ Did the blood come into contact with your eyes, nose, or mouth?

◆ Were you bitten? _____

◆ Were you wearing gloves? _____

◆ Did the blood come into contact with the glove only and not your body? _____

◆ If the blood came into contact with your body, which body part made contact with the blood? _____

2) What activities were taking place when you came into contact with the blood? _____

3) Please provide the name of the person whose blood you came into contact with: _____

4) Please list the names of other individuals involved in the incident: _____

5) Please list the names of others who observed the incident: _____

6) Recommendations for avoiding a repeat incident: _____

7) Vaccination Information:

◆ Have you previously received the Hepatitis B vaccination series? _____

If yes, approximately when did you receive the final shot in the vaccination series: _____

◆ Have you previously been offered the Hepatitis B vaccination series through Rochester Schools? _____

If so, when? _____

◆ If not vaccinated, would you like to receive the Hepatitis B vaccination series now? _____

8) Have you been involved in other exposure incidents? _____ If yes, please give the approximate date(s) of those incidents: _____

EMPLOYEE'S SIGNATURE: _____ DATE _____

HOME ADDRESS: _____

_____ PHONE _____

***SUBMIT THIS REPORT WITHIN TWO DAYS OF AN EXPOSURE INCIDENT TO THE HR/Benefits Specialist,
DEPARTMENT OF HUMAN RESOURCES, RCS ADMINISTRATION CENTER.***