

Bloodborne Pathogens Exposure Control Plan – Form 2: Sharps Injury Log

Sharps Injury Log for Year 2 _____

Portland Community College Campus or Center: _____

Date	Case/Report No.	Type of Device	Brand Name of Device	Work Area Where Injury Occurred	Brief Description of How Incident Occurred

Sharps Injury Log Instructions:

Paragraph (h)(5) of OR-OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030, requires the College as an employer to establish and maintain a Sharps Injury Log for recording all percutaneous* injuries occurring from contaminated sharps. The purpose of the Log is to aid in the evaluation of devices being used to identify problem devices or procedures requiring additional attention or review. The Log must include all sharps injuries occurring in a calendar year. The Log must be retained for five (50 years following the end of the year to which it relates. The Log must be kept in a manner that preserves the confidentiality of the affected employees. The Log must be kept in addition to the Injury and Illness Log required by 29 CFR 1904.

*Percutaneous: effected, passed, or performed through or by means of the skin. Websters New College Dictionary 3rd Ed.

How and When to Use:

Every percutaneous injury to an employee is to be recorded on the Sharps Injury Log by the employee's supervisor or manager. The Sharps Injury Log will be kept by Risk Services and records the following:

- **Date** – note the Date of Incident in the following format: mm/dd/yyyy, e.g., 06/12/2014 for June 14, 2014.
- **Case/Report Number** – assigned by Risk Services.
- **Type of Device** – identify the type of device that was used, e.g., syringe, suture needle, etc.
- **Brand Name of Device** – self explanatory.
- **Work Area Where Injury Occurred** – provide the name of the campus or center, building and room number. If the incident occurred outdoors, record the campus or center, and the nearest building and room number.
- **Brief Description of How the Incident Occurred** – identify the procedure or action being performed, i.e., what was the employee doing when the incident occurred, and what body part was injured.