

SHARPS INJURY LOG INSTRUCTIONS

OR-OSHA requires the College as an employer to use a Sharps Injury Log (the Log) to record employee related “percutaneous injuries”* in order to track such incidents and to identify potential areas that can be corrected to prevent such incidents. See below in *italics*.

“29 CFR 1910.1030, OSHA Bloodborne Pathogens Standard, in paragraph (h) (5) requires an employer to establish and maintain a Sharp 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. This Log must be kept in addition to the Injury and Illness Log required by 29 CFR 1904.

The Sharps Injury Log is to record injuries from contaminated sharps occurring in a calendar year. The Log must be retained for five 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 employee.

* Webster’s New College Dictionary Third Edition defines: *Percutaneous*: “*effected, passed, or performed through or by means of the skin.*”

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 Safety & Risk Services and records the following:

- **Date**—note the Date of Incident in the following format: mm/dd/year – example: “06/12/2014”
- **Case/Report Number**—will be assigned by Safety & 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, or if a work area is outside, the campus or center, nearest building, and room number.
- **Brief Description of How the Incident Occurred**—identify the procedure being done or action being performed (e.g., what was the employee doing when the incident occurred?) and what body part was injured.