



SAFETY POLICY and PROCEDURE

Title: *Procedures for Work-Related Injuries and Illnesses*

Policy Number: SP-0016

Implementation Date: 8/14/2000

Date – Review without Revision: N/A

Date – Review with Revision: 10/12/2005; 3/31/2009; 9/10/2012

PURPOSE:

To outline procedures addressing work related injuries and illness sustained by NIA IRP employees.

SCOPE:

Occupational Medical Services are provided by the Johns Hopkins Bayview (JHB) Occupational Health Services (OHS). They are located on the first floor of the JHB Alpha Commons Building. This is the building across Bayview Blvd. opposite the Biomedical Research Center (BRC). The entrance is adjacent the parking lot. (*For human bloodborne pathogen exposure guidelines, see below.*)

PROCEDURE and RESPONSIBILITIES:

For a Work Related Injury or Illness

1. Immediately apply first aid. Contaminated skin or wounds should be cleansed for 15 minutes using soap and copious amounts of water. Eyes and mucous membranes should be irrigated for 15 minutes using normal saline or water.
2. Notify your supervisor as soon as possible following an injury, no matter how minor.
3. All employees are to report work related injuries and illnesses are to the NIA IRP Safety Office.

During Work Hours

If an injury or illness is life threatening requiring immediate medical attention:

1. Call 9-911 to be transported to the nearest hospital emergency room. Give the location and nature of the emergency to the operator.
2. Contact Security (Gerontology Research Center (GRC) 410-558-8119 or BRC x3000) and inform them of the situation.
3. Notify the NIA IRP Safety Officer as soon as possible at 410-558-8636 or mobile 240-507-8758.
4. If possible, also notify the NIA IRP Administrative Office at 410-558-8100.

If an injury or illness is not immediately life threatening, but requires medical attention:

1. Contact the NIA IRP Safety Officer at 410-558-8636 or mobile 240-507-8758. If the accident involved a chemical or biological material, note the exact name of the material. You will be given additional information, an approved OHS Referral Form, an *NIA IRP Injury/Illness Report* form and the appropriate Workers' Compensation Form.

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2. Go to the JHB OHS to obtain medical treatment. Complete the *NIA IRP Injury/Illness Report* form to the best of your ability. Return the form along with a copy of any JHB OHS initial and/or follow-up paperwork to the NIA IRP Safety Office, BRC 04C216.

8:00 a.m. to 4:30 p.m. / Monday thru Friday
Johns Hopkins Bayview Occupational Health Service
5300 Alpha Commons (across Bayview Blvd.)
(410) 550-0477

3. If you need treatment beyond what can be provided by the JHB OHS, you must file a Worker's Compensation claim. This must be done to ensure you will not be billed. See below.
4. **Contract employees should take the following steps:**
 - a. Report to nearest healthcare/emergency facility for initial incident evaluation, diagnosis, counseling, and treatment as described by employer's policies and procedures.
 - b. Contractors should be familiar with organizational guidelines prior to the occurrence of work related BBP exposure.
 - c. Contract employees shall provide a copy of the incident paperwork to their employer for Workers' Compensation Claim.

Evenings, Weekends & Holidays

1. Contact Security (GRC 410-558-8119 or BRC x3000) and inform them of the situation.
2. For injuries occurring after hours of 8:00 a.m. – 4:30 p.m., employees may go to the nearest Emergency Facility for treatment.
3. Present your personal medical insurance information. Tell emergency room staff that you are an NIA IRP federal employee working late hours and if you are intending to file Worker's Compensation claim.
4. Obtain a copy of the paperwork related to your injury.
5. Contact NIA IRP Safety Officer as soon as possible for an *NIA IRP Injury/Illness Report* form and any other applicable paperwork.

Bloodborne Pathogen (BBP) Exposure involving Non-Human Primates (NHP) Tissue:

1. Immediately apply first aid. Contaminated skin or wounds should be cleansed for 15 minutes copious amounts of soap and water. Eyes and mucous membranes should be irrigated for 15 minutes using normal saline or water.
2. For incidents occurring during the hours of 8:30 a.m. – 5:00 p.m., employee must contact his/her supervisor and the NIH Occupational Medicine Services (OMS) at 301-496-4411.
3. For incidents occurring during the hours of 5:00 p.m. – 8:30 a.m. when the NIH OMS is closed, call the Clinical Center Operator at Bethesda, 301-496-1211. Ask the Operator to page an OMS physician on call immediately. You should get a response within 15 minutes. If not call the Clinical Center Operator a second time.
4. Employee will follow the instruction of the OMS Physician and will proceed to NIH OMS, Bethesda for evaluation as instructed by NIH OMS.
5. The employee's supervisor contacts the Animal Program Director (APD) PH: 410-558-8316 or CELL: 301-395-5347, and the NIA IRP Safety Officer PH: 410-558-8636 or CELL: 240-507-8758. If the Safety Officer or APD are unavailable, contact the Administrative Officer as soon as possible.

NIH Occupational Medicine Services – 8:30 a.m. to 5:00 p.m.
301-496-4411

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Clinical Center Operator at Bethesda – 5:00 p.m. to 8:30 a.m.
301-496-1211

For Human Bloodborne Pathogen (BBP) Needle Stick Exposures:

1. Immediately apply first aid. Contaminated skin or wounds should be cleansed for 15 minutes copious amounts of soap and water. Eyes and mucous membranes should be irrigated for 15 minutes using normal saline or water.
2. Notify supervisor and contact the NIA IRP Safety Officer at 410-558-8636 or mobile 240-507-8758. If there is a potential for exposure to a bloodborne pathogen, note the exact nature of the material. You will be given additional information, an approved OHS Referral Form, an *NIA IRP Injury/Illness Report* form and the appropriate Workers' Compensation Form.
3. **NIA IRP Clinical staff** who work directly with participants may report to MedStar Harbor Hospital emergency room for human BBP occupational needle sticks incidents to receive source patient sample testing, medical treatment and post-exposure prophylaxis assessment. This service is available 24 hours a day and 7 days a week. BBP exposure guideline and instructional packets (including all MedStar Harbor Hospital's required documentation) are available in the Clinical Research Branch (CRB), on each Mobile Research Vehicle (MRV) as well as in the NIA IRP Safety Office. NOTE: Injured staff must present "**Instructions for Billing**" sheet to MedStar Harbor's ER to ensure proper billing. Instruction sheets are included in BBP packets.
4. Follow up care is provided by JHB OHS.
5. **Contract employees should take the following steps:**
 - Report to nearest healthcare/emergency facility for initial incident evaluation, diagnosis, counseling, and treatment as described by employer's policies and procedures.
 - Contractors should be familiar with organizational guidelines prior to the occurrence of work related BBP exposure.
 - Contract employees shall provide a copy of the incident paperwork to their employer for Workers' Compensation Claim.

24 Hours / 7 days a Week
MedStar Harbor Hospital Emergency Room
3001 S Hanover St, Baltimore, MD 21225
Phone: (410) 350-3510

For Sharps Injuries and/or Bloodborne Pathogen Exposures:

1. Immediately apply first aid. Contaminated skin or wounds should be cleansed for 15 minutes using soap and copious amounts of water. Eyes and mucous membranes should be irrigated for 15 minutes using normal saline or water.
2. Notify supervisor and contact the NIA IRP Safety Officer at 410-558-8636 or mobile 240-507-8758. If there is a potential for exposure to a bloodborne pathogen, note the exact nature of the material. You will be given additional information, an approved OHS Referral Form, an Injury/Illness Report Form and the appropriate Workers' Compensation Form.
3. If injury occurred during normal working hours (8:00 a.m. – 4:30 p.m.), go to the JHB OHS to obtain medical treatment.
 - If after hours, weekend, or holiday, you may proceed to MedStar Harbor Hospital.
4. Follow up care is provided by JHB OHS.
5. **Contract employees should take the following steps:**

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- Report to nearest healthcare/emergency facility for initial incident evaluation, diagnosis, counseling, and treatment as described by employer's policies and procedures.
- Contractors should be familiar with organizational guidelines prior to the occurrence of work related BBP exposure.
- Contract employees shall provide a copy of the incident paperwork to their employer for Workers' Compensation Claim.

8:00 a.m. to 4:30 p.m. / Monday thru Friday
Johns Hopkins Bayview Occupational Health Service
5300 Alpha Commons (across Bayview Blvd.)
(410) 550-0477

FILING A WORKER'S COMPENSATION CLAIM

1. Only Federal Employees are covered under NIH Worker's Compensation. All contracted employees and associates must contact their employer regarding worker's compensation.
2. Obtain worker's compensation forms from the NIA IRP Safety Office or NIA IRP Administration. The CA-1 Form is for an occupational injury. The CA-2 Form is for an occupational illness.
3. Fill out forms according to the directions provided. You will complete the first part of the form, and then give the form to your supervisor who will complete the second part of the form. When your supervisor returns the form to you, please return it and any other applicable paperwork to the NIA IRP Safety Office as promptly as possible.
4. Your claim will be sent to NIH Occupational Medical Services, Office of Worker's Compensation for processing.
5. The employee will receive a brochure in the mail from the Department of Labor. **Please note this claim number is only found above the employee name on the brochure mailing label.** This claim number is to be used to reference all future inquiries of the compensation case. Please give a copy of the claim number to the NIA IRP Safety Office.
 - NOTE: Receipt of a claim number does not automatically indicate approval of your case. The Department of Labor must make the determination based upon medical documentation it receives.
6. All injuries/illnesses must be reported to NIA IRP Safety Office. Complete a *NIA IRP Injury/Illness Report* form and return it to the NIA IRP Safety Officer, BRC 04C216.

DOCUMENTATION:

- The employee will complete the *NIA IRP Illness/Injury Report* form which can be found on the NIA IRP Kiosk. <https://niairpkiosk.irp.nia.nih.gov/sites/default/files/Injury%20Illness%20Report%20Form%20v2012.pdf>
- Forms are also included in the Bloodborne Pathogen Exposure packets located at the CRB Nurses Station, on each MRV, and in NIA IRP Safety Office. The completed form must be returned to the Safety Office as soon as possible.
- The NIA IRP Safety Office will complete and maintain the OSHA 300 and Sharps Injury Logs.
- The Manager or designee with the employee involved will complete a *NIA IRP Incident Report* form. A copy of the report will be forwarded to the NIA IRP Safety Office for follow up. The Safety Operations Manager will present the case to the CRB/IRP/NIA and NIA/IRP Safety Committees with recommendations for corrective action.

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- The employee must complete a *Workers Compensation* form and return it to NIA IRP Safety Office. The form must be completed and returned immediately for proper processing.

REPORTING FORMS:

Available on NIA IRP Kiosk: <https://niairpkiosk.irp.nia.nih.gov/safety>.

- [NIA IRP Injury/Illness Report form](#)
- [Witness Statement form](#)
- [Supervisor's Investigation Report form](#)

COMMUNICATION/EDUCATION:

The policy will be distributed for inclusion into the NIA IRP Occupational Health and Safety Program. Elements of these guidelines will be included in the NIA IRP Annual Safety Refresher Training.

REFERENCES:

- Occupational Safety and Health Administration (OSHA) Regulations, Bloodborne Pathogens, Standard Number 1910.1030.
- Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HIV and Recommendations for Postexposure Prophylaxis, <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm>. Last CDC review 8/2011; no changes since 2005.

CROSS REFERENCES:

- **NIA IRP Employee Bloodborne Pathogens Exposure Policy**