

University of Pittsburgh Safety Manual	EH&S Guideline Number: 05-005	
Subject: INCIDENTS INVOLVING BIOHAZARDS	Effective Date 1/27/2017	Page 1 of 1

REPORTING EXPOSURE TO POTENTIALLY INFECTIOUS MATERIAL THE UNIVERSITY OF PITTSBURGH

It is important that faculty, staff and students understand the necessity for prompt action following any occupational exposure to potentially infectious material. An exposure incident to bloodborne pathogens or other potentially infectious material is defined as contact with the eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact via a sharp or needle that occurs during the performance of assigned duties. The response to an exposure incident as previously defined is as follows.

1. Immediately wash the exposed area with soap and water. If the exposed area is the eye, flush with water only for 15 minutes.

NOTE: It is not advisable to apply alcohol, bleach or other disinfectants to the exposed area. Wash with soap and water.

2. Promptly report the incident to your supervisor.

NOTE: If the supervisor is not available, immediately proceed to step 3.

3. Immediately report for treatment

3.1. During business hours (7am – 3:30pm Monday-Friday) report to Employee Health Services Clinic (*MyHealth@Work*), Suite 500.59, Medical Arts Building, 3708 Fifth Avenue, Pittsburgh, PA 15213, 412-647-4949

3.2. Weekends, holidays, and non-business hours report to UPMC Presbyterian Hospital, Emergency Department

NOTE: Post-exposure prophylaxis may be recommended in the event of a high-risk exposure as defined by the CDC. Treatment is most efficacious when initiated within one hour of exposure. Exposure risk is determined by a trained occupational health practitioner. Therefore, prompt medical attention is key.

4. University employees should report all on-the-job accidents, injuries, or illnesses to **1-800-633-1197 (UPMC Work Partners)** and provide as much information as you can about the injury or illness.

If a sharp is involved the supervisor must also complete and submit the Sharps Injury Report Form and forward to EH&S. This form is available on the EH&S website Injuries section: [Report-SharpsInjury.pdf](#). Complete this document and fax the completed form to the Department of Environmental Health & Safety (EH&S) at 412-624-8524.