**Facility Name/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date of Incident**  (dd/mm/yyyy) | **Exposed Person**   * First and last name * Address * Phone number | **Details of the Accidental Exposure**   * Item involved with injury (e.g. scissors, nail file etc.) * Site of injury on the body * Explanation of how the injury occurred | **Action Taken** | **Name of Staff involved with Exposure**   * First and last name |
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This record must be kept on-site for a minimum of one year and on file for a minimum of 5 years.

For instructions on proper cleaning and disinfection, refer to York Region’s “All About Cleaning” and “Instrument Disinfection” Chart

Source: Ministry of Health and Long-Term Care, “Infection Prevention and Control Best Practices for Personal Services Settings” Jan. 2009