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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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
 |
|  |  |   |   |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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