

## Work Related Injuries, Needlesticks and Exposures Trainee Incident Reporting Guidelines

The initial management of all work-related injuries and exposures, including counseling, risk assessment, and treatment, should begin at the training site where the incident occurred.

- All work-related injuries, needlesticks, or exposures must be immediately communicated to the individuals listed below:
  - Program Director
  - Program Coordinator
  - OHS Fresno
- For initial care, visit the Employee/Occupational Health Services where the incident occurred during office hours (please call the appropriate number below to confirm hours) or at the Emergency Department after hours.
- Complete the Employee Incident Report and email it to OHS at Fresno-OHS@ucsf.edu for processing and further instructions.
- For needlestick and exposure incidents, report the incident to OHS Fresno at 559-499-6630 during office hours (Monday to Friday, 7:00 AM 3:30 PM).
  - > During after-hours and weekends, contact the UCSF Health Needlestick Hotline at 415-353-7842 or the backline at 415-353-4008 and follow up with OHS Fresno on the next business day.

Facility	Address	Notes	Phone Number
Community Regional Medical Center	Employee Health Services East Medical Plaza 2335 E. Kashian Lane, #230	Report to Employee Health Services during office hours and to the Emergency Department after hours.	(559) 459-6416
Family HealthCare Network (FHCN)	290 N. Wayte Ln. Fresno, CA 93701	Contact Allen Wendt, Director for instructions.	arwendt@fhcn.org (559) 309-5198
Kaiser Permanente - Fresno	Employee Health Services 7300 N. Fresno St. Fresno, CA 93720	Report to Employee Health Services during office hours and to the Emergency Department after hours.	(559) 448-4915
Saint Agnes Medical Center	Occupational Health Services 7202 N. Millbrook Ave., #108 Fresno, CA 93720	Report Directly to the ED and follow up with Occupational Health Services.	(559) 450-7777
Valley Children's Hospital	Employee Health Services 9300 Valley Children's Place, Ground Floor Madera, CA 93636 M-F (7:00 am-4:00 pm)		(559) 353-6470
VA Central California Health Care	Occupational Health Services 2615 E. Clinton Ave., Bldg. 27, Room 1 B16 Fresno, CA 93703		(559) 225-6100 x6978

## **Program Director/Program Coordinator Note:**

All work-related fatalities, in-patient hospitalizations, amputations, or eye losses must be reported to OSHA **within 8 hours**.

Angel Contreras, EH&S, will manage all OSHA reporting on your behalf.

For assistance or to provide the necessary details for reporting, contact **Angel Contreras** at **(415) 420-8882** or <u>angel.contreras2@ucsf.edu</u>. For reference, OSHA's 24-hour hotline is **1-800-321-OSHA (6742)**