

# MSU IPF Employee Potential Sharps Injury

Employee

- Notify their acting supervisor immediately upon receiving or potentially receiving a sharps injury. Employee shall wash the site of the exposure on the skin with soap and water for 15 minutes.

Supervisor

- Ensure the employee has begun to wash the site of the exposure with soap and water for 15 minutes.

Employee

- Isolate/secure the container, bag, or box that the potential sharp was in (if safe to do so). Do not attempt to view or remove the sharp from the container or bag!! Do not handle the container in such a way that will cause further injury to yourself or others. If sharp is found loose, dispose of sharp into a sharps container using a mechanical tool, do not pick up with your hands. (Examples of sharps include needles, pipettes, razor blades, or anything that is potentially contaminated and can puncture your skin)

Supervisor

- Instruct the employee to proceed to Lansing Urgent Care for initial evaluation and treatment after the 15 minutes of washing injury is complete. Provide the employee with an "Authorization to Invoice MSU" form. Complete a "Report of Claimed Occupational Injury or Illness" form. Both forms are available on the MSU HR website or by your departmental administration staff.

Supervisor

- Notify MSU EHS of the sharps injury by calling 5-0153 8am-5pm. After 5pm call MSUPD at 5-2222 and request for the Cadet desk to page EHS. Provide them with a contact number for EHS to return the call.

Supervisor  
(Employee)

- Provide EHS with the supervisor's name, contact information, employee's name, and location of container. Please have this information available.

MSU EHS

- Conduct a risk assessment to determine the need to investigate the container immediately. Assess the nature of the injury, the potential sharp and/or the potential contaminants associated with the sharp. Communicate any necessary information to the IPF supervisor as to how they should proceed.

Supervisor

- Initiate communication back to IPF Safety Department to inform them of the results of the investigation.