PublicHealth
WELLINGTON-DUFFERIN-GUELPH
Stay Well.

ACCIDENTAL EXPOSURE RECORD

For Personal Services

CONFIDENTIAL

Business Name/Location: _____

Date of Incident (dd/mm/yyyy)	**Client's Full Name and Contact Information** (Address, Phone Number)	**Incident Details** **Body part and service provided** (e.g., ear nicked during haircut, skin cut during pedicure)	**Action Taken by Staff** (e.g., first aid; cleaning, disinfection and/or sterilization of equipment; disinfectant used)	**Name and Contact Information of Staff**

This record must be must be kept onsite for at least 1 year and accessible for at least 2 years.

Sources: Public Health Ontario; *Guide to Infection Prevention and Control in Personal Service Settings* (as current)

Accidental Exposures Record

In accordance with the Personal Service Settings Regulation 136/18 made under the Health Protection and Promotion Act*, if a worker or client is accidentally cut and there is exposure to blood or body fluids during a service, the incident must be documented. Work surfaces and instruments must be cleaned and disinfected appropriately and immediately.*

Record details

- Record the details of the exposure:
  1. Date of incident
  2. Client's full name and contact information
  3. Incident details (body part and service provided)
  4. Action taken by staff
  5. Name and contact information of staff
- Records must be kept in a secure location on site for 1 year and available for Public Health review for 2 years.

Clean and disinfect work surfaces and instruments

- Wear single-use gloves when cleaning and disinfecting work surfaces and instruments that have come in contact with blood or body fluids
- Remove blood or body fluids from surfaces and instruments with an absorbent material (e.g. paper towel) prior to cleaning and disinfection
- Work surfaces must be cleaned and disinfected with a **low level** disinfectant
- Instruments must be cleaned and disinfected with an **intermediate level** disinfectant. If reprocessing is delayed, soak instruments in detergent and water or an enzymatic cleaner.
- Use a dedicated brush to clean instruments with detergent and water, followed by disinfection.

Choosing a disinfectant

- Ensure the product has a Drug Identification Number (DIN) or Natural Product Number (NPN). Environmental Protection Agency (EPA) numbers are not acceptable as they are only applicable in the United States. Bleach is an exception, as it is acceptable but does not have a DIN or NPN.
- A low level disinfectant is effective against some bacteria, viruses and fungi
- An intermediate level disinfectant is effective against bacteria, fungi, viruses and mycobacteria Refer to Wellington-Dufferin-Guelph Public Health's disinfectant chart *The Right Disinfectant for the Right Tool*.