# NAU Mountain Campus Employee Occupational Exposure Procedure

## Initial Response

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<td>1.</td>
<td>Remove soiled clothing and wash exposed area with soap and water, if appropriate.</td>
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<td>2.</td>
<td>Administer first aid as appropriate to the exposure.</td>
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## Immediate Reporting & Medical Evaluation

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<td>1.</td>
<td>Immediately notify attending physician/supervisor of exposure.</td>
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<td>2.</td>
<td>Employee shall present at the NAU Health Center, ER, or Urgent Care for assessment and initial prophylactic treatment, if applicable. If employee goes to a private physician, download the Workers Compensation Physician Information Sheet from <a href="http://hr.nau.edu/sites/default/files/files/workers_comp_info_sheet.doc">http://hr.nau.edu/sites/default/files/files/workers_comp_info_sheet.doc</a></td>
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<td>3.</td>
<td>Employee should present this CARD to treating health care provider.</td>
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## Documentation & Follow-Up

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| 1. | Following the incident, the supervisor must report all employee-related injuries by:  
   I. Fill out the [Significant Exposure Reporting Packet](http://hr.nau.edu/sites/default/files/files/workers_comp_info_sheet.doc), including the Supervisor’s Report of Injury Form (SRI) and send to NAU HR.  
   II. Call State of Arizona, Workers’ Compensation Early Claims Reporting Services at 1-800-837-8583 prior to the end of the shift on the day of the occurrence.  
   2. For Blood/Body Fluid Exposures: Following the incident, the health care provider shall immediately make available to the affected employee a copy of all the employee’s records relating the treatment and follow up, and if and when available, results regarding the HIV, HBV, and HCV status of the source, to the extent permitted by the law. |
NAU Human Resources
P.O. Box 4113
Flagstaff, AZ 86011

Workers Comp Physician Info Sheet:
http://hr.nau.edu/sites/default/files/files/workers_comp_info_sheet.doc

For more details about employee-related injury, visit: http://hr.nau.edu/node/2140

Significant Exposure Reporting Packet:
http://nau.edu/uploadedFiles/Administrative/Research/Compliance/Environmental_Health_and_Safety/_Forms/%20significant%20exposure%20packet.pdf

Employee Name: ________________________________

Supervisor: ________________________________

Emergency Contact: ________________________________

NAU Campus
Health Center: 824 S. San Francisco St.
Flagstaff, AZ 86011 (928) 523-2131

After-Hours Care:
Concentra Urgent Care
1110 E. Route 66
Suite 100
Flagstaff, AZ 86001 (928) 773-9695

Flagstaff Medical Center
1200 N. Beaver St.
Flagstaff, AZ 86001 (928) 779-3366

Troyer Urgent Care
1000 N. Humphreys St.
Flagstaff, AZ 86001 (928) 779-3848

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