

Washington University in St. Louis
Institutional Biological & Chemical Safety Committee

Procedure for Reporting Injuries and Illnesses

- Employee washes the wound with soap and water for 15 minutes (for non-mucosal exposure) or flushes the affected area for 15 minutes (for mucosal exposure)
- Supervisor or employee completes a Report of Injury or Illness form and faxes it to Workers' Compensation
- Employee reports to Student & Employee Health or Washington University's contract occupational health provider for evaluation and treatment (if deemed necessary by medical professionals)
 - After hours, Employee should call the Infectious Disease Hotline (747-3535)
- If the injury or illness involves recombinant DNA, the supervisor, business manager, department safety coordinator or employee provides a copy of the Report of Injury or Illness form to the Biosafety Officer within 3 days of the injury or illness
 - Workers' Compensation also provides a copy of the Report to the BSO
- If the injury involves an exposure to or release of recombinant DNA, the BSO will notify the NIH Office of Biotechnology Activities (OBA) in writing within 30 days of the incident. The BSO will also perform a follow-up investigation to determine if additional training or changes in procedures are required to prevent similar incidents.