

**LINN-BENTON COMMUNITY COLLEGE  
BLOODBORNE PATHOGENS EXPOSURE  
& Other Work Related Injuries/Illnesses**

**EMPLOYEE CHECKLIST  
(For Employees and Students at Off-Campus Work Sites)**

When an employee sustains a bloodborne pathogens exposure or other work related injury or illness, the following checklist identifies actions the employee, supervisor, Human Resources and Nurse Plus 24/7 are responsible for completing.

<p><b>LBCC Human Resources (HR)</b> Kathy Withrow 541-917-4426, M-F, 8:00-5 541-401-3033, after 5:00</p> <p>if not available contact: Deana Culbertson 541-917-4424, M-F, 8:00-5:00</p>	<p><b>Nurse Plus 24/7 Call: 1-866-209-7711 or 1-613-239-4630</b> <b>(Through Corvallis Clinic Occupational Medicine)</b></p> <p>Corvallis Clinic — Diana Hendrickson, Occupational Medicine, Aumann Building, 444 NW Elks Dr., Corvallis 541-753-1786, M-F, 8-5 Immediate Care, Asbury Building, 3680 NW Samaritan Dr., Corvallis, 541-754-1282, M-F, 8-8; Sat. and Sun. 10-5</p> <p>Corvallis Clinic — Albany Site, Occupational Medicine, 1705 Waverly Dr. SE, Albany, 541-928-6421, M-F, 8-5</p>
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Employee/ Student	Faculty/ Supervisor	HR	Nurse Plus	Action
X	X			Do emergency responders need to be called? YES — Call 911. After individual has been transported call Nurse Plus 24/7. NO — Immediately cleanse injury and call Nurse Plus 24/7. Report injury to supervisor.
			X	A nurse from Nurse Plus 24/7 will discuss the specifics of the injury, exposure or concerns and recommend any necessary treatment. Nurse Plus documents exposure and circumstances, provides counseling, and will arrange for an appointment with a physician if needed.
			X	Nurse Plus works with supervisor, employee and worksite to obtain post-exposure and accident/incident information including source information.
			X	Nurse Plus coordinates testing of source.
			X	Nurse Plus sends initial report of incident to HR.
X	X	X	X	Employee/Clinical Student with supervisor/faculty completes LBCC's General Accident form available on college website. Faxes or brings form to campus security as outlined on the form.
		X	X	Employee/student contacts HR and completes workers' compensation 801 claim form within 24 hours of seeing health care professional.
		X	X	Nurse Plus notifies HR and employee/student of work release or restrictions.
X	X	X		HR works with employee and supervisor on needed accommodations.
			X	Occupational Medicine holds exposure records confidentially for 30 years after employee/student's termination with college.