

14.13 Sharps Injury Log

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to maintain a Sharps Injury Log for all division locations.

Procedure:

Management is responsible for maintaining documentation via the Sharps Injury Log of any employee exposure incident involving a sharp (refer to Policy & Procedure 17.41, *Tagger Guns and Needles* for procedures pertaining to Retail operations.)

The Sharps Injury Log shall be attached to the Licking/Knox Goodwill Industries Inc. Incident Report. Both forms shall be submitted to the Director of Human Resources, Director of Facilities and department director within 24 hrs from the time exposure incident occurred.

Management at each Licking Knox Goodwill Industries Inc. workplace shall maintain a Sharps Injury Log in the vicinity of their sharps container that includes all documented sharps incidents for their facility. (See Policy & Procedure 14.19, *Bloodborne Pathogen Policy and Exposure Plan*).

A copy of all completed Sharps Injury Logs shall be maintained in a central Sharps Injury Log book at the Licking Knox Goodwill Industries Inc. administration office under the supervision of the Director of Human Resources.

An annual review of all Sharps Injury Log records shall be conducted by the Licking Knox Goodwill Industries Inc. Safety Committee.

Sharps Injury Logs will be maintained in compliance with OSHA record keeping guidelines. See Policy & Procedure 14.28, *OSHA Record Keeping and Reporting Requirements*.