

University of Texas Medical Branch Pulmonary Function Clinic Policy 05-04 Laboratory Accidents	Effective Date: Revised Date: Review Date:	July 02 Aug 16 Aug 23
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## Reporting of Laboratory Accidents

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**Audience** All personnel in the Pulmonary Laboratories: Pulmonary Function Clinics, Bronchoscopy Service and Center for Pulmonary Rehabilitation.

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**Purpose** To provide instruction for handling laboratory accidents involving injuries, exposures, chemical spills, and property damage.

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**Policy** All laboratory accidents resulting in injuries, property damage, spillage of hazardous substances/chemicals, and exposure to blood and body fluids are reported within two (2) working days to the Lab Safety Committee, the division Safety Officer, and Lab Quality Management using the IV.1.03.01 Lab Accident Form (05-09A). All injuries are also reported to the Employee Injury Management Office using the Injury Report Form.

### A. Property Damage

Each Laboratory division is responsible for maintaining its property resources in the most effective manner, and for maintaining a safe working environment. All losses and any damage (excluding normal wear) involving laboratory property must be reported to the Accountable Property Officer for the division. If it appears that theft, vandalism, sabotage or willful destruction of any laboratory property is involved, the incident must also be reported to Campus Police. In addition, employees must report all accidents involving laboratory vehicles to Fleet Services and the Laboratory Administrative Director.

### B. Chemical Spills

Report large chemical spills (>1 liter) involving hazardous chemicals or spills involving chemicals with noxious fumes to Environmental Health and Safety for assessment and clean-up. Smaller spills of hazardous chemicals or non-toxic chemicals (such as alcohol) can be cleaned using departmental spill clean-up procedures. Refer to IV.1.02.01 Chemical Hygiene Policy for spill procedure information. Follow reporting injuries section below for hazardous chemical exposures.

### C. Blood and Body Fluid Exposure

Report all blood and body fluid exposures that result from an injury or exposure through skin contact or mucous membrane contact using the reporting injuries guidelines below.

### D. Reporting Injuries

The following guidelines should be used for employee injuries:

#### Action

- Report the injury/illness to manager/supervisor and the Employee Injury Management Office by calling (409) 772-1892 within 24 hours.
- Obtain an employee Injury Report Form (05-09B) from your supervisor or manager. Also available in Employee Health and the ED.
- Complete the form and have your supervisor or manager sign and date it.
- If first aid medical care is needed, take completed form with you to the Employee Health Clinic (M-F, 7:30 am - 4:30 pm), or after hours to the

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Emergency Room. For ADC and LCC campuses, go directly to the Emergency Room for assessment as the campuses do not have an Employee Health Clinic on-site. (Note: Employee has the right to be followed-up by physician of their choice.)

- Ask medical care provider to complete bottom portion of form regarding work capabilities.
- The employee’s immediate supervisor will need to review the Injury Report Form if the employee’s activities will be restricted as stated by the physician on the form.
- The employee is responsible for submitting the Injury Report Form to the Employee Injury Management Office. The Employee Injury Management Office does not need the original copy but the employee should keep the original of a copy for his/her records. Due to compliance and patient privacy issues, a copy of the Injury Report Form cannot be kept in the division.

An employee must report an injury to their employer within 30 days of the date in which the injury occurred to be eligible for Worker’s Compensation benefits. In the case of an occupational disease, the employee must report to the employer when the employee knows, or should have known, that the disease may be related to their employment.

For visitor injuries, lab leadership/safety officer should complete the Lab Accident Report form and notify Quality Management.

**E. Regulatory Compliance**

The Laboratory Safety Committee will compile lab accident data to assess effectiveness of safety procedures and devices, and identification of opportunities for improvement.

**F. Non-Work Related Injuries**

Employees with non-work related injury/illness should contact their private physician. If the employee is unable to perform work duties, he/she should be sent home or for medical care, as appropriate.

**G. Reporting Sentinel Events**

Sentinel events defined in IHOP 9.13.16 Sentinel Events should be reported immediately by staff to their supervisor or manager who will report the event to Risk Management. Refer to the policy for examples of sentinel events and additional guidance. Sentinel events should also be reported to the Lab Administrative Director and Medical Director.

**Definitions Patient Event Reporting**

[Patient Event Reporting System - \(RLDatix\)](#) is web-based reporting tool that is used to increase awareness of patient, visitor, or employee safety concerns throughout the organization. Information collected through this portal confidential, non-discoverable, and blame free. The system may be accessed by using the Resources tab and on the iUTMB homepage under clinical and click the link listed above.

**Unusual Event** – The University defines an unusual event as “an occurrence involving a patient or visitor which is not consistent with the accepted routine

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Hospital/Clinic operation or the routine care of a particular patient or whenever there is an unusual or unexpected response by the patient to standard treatment or medical intervention”.

**Sentinel Event** – An unexpected occurrence involving death or serious physical or psychological injury, or risk thereof. Serious injury specifically includes loss of limb or function. The phrase “or the risk thereof” includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome.

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**References** UTMB Employee Injury Management  
Employee Injury Management Office Injury Report Form  
OSHA Reporting Worker Fatalities  
IHOP 3.07.05 Workers’ Compensation Insurance  
IHOP 9.13.16 Sentinel Events  
IHOP 9.13.13 Unusual Event Reporting

**This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.**

<b>Date</b>	<b>Approved by:</b>	<b>Signature</b>
11/07	V. Cardenas, MD Medical Director Pulmonary Laboratory	
6/09	V. Cardenas, MD No changes to the policy	
5/10	V. Cardenas, MD Changes to the policy	
2/12	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	
5/14	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	
8/16	A. Duarte, MD Medical Director Pulmonary Function Laboratory Changes to the policy	
11/17	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	
8/19	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	
8/21	A. Duarte, MD Medical Director Pulmonary Function Laboratory No changes to the policy	

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**A. Duarte, MD**  
**Medical Director Pulmonary Laboratory**  
**No changes to policy**