

**SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES
INJURY CHECKLIST PROTOCOL**

Every step must be completed, dated and initialed!

Revised 02/2006

Name: _____

Injury: _____

Date/Initials

- _____ 1. First aid is administered immediately (eg. wound cleaned, irrigation, ice application etc.)
- _____ 2. Injury is reported to supervisor (EMT to On-call Paramedic or injured Paramedic to Chief) within 60 minutes.
- _____ 3. Employee is evaluated and treated by a physician within 60 minutes for an exposure; before the end of shift for all other injuries. Self-evaluation and self-treatment (including MDs) is not acceptable.
- _____ 4. Appropriate blood testing of employee and patient is done if indicated. (See Protocol for parenteral/mucous membrane exposures)
- _____ 5. Recalls for follow-up blood monitoring are entered in computer.
- _____ 6. Employee Injury/Exposure Report is filled out by employee.
- _____ 7. L&I report is filed by the employee and~ completed by physician.
- _____ 8. Injury/Exposure Report is reviewed by the safety officer.
- _____ 9. Employee is counseled re. hazard, environmental controls and modified safety behavior.
- _____ 10. Injury/Exposure Report is reviewed by MPD and Administrator.
- _____ 11. Appropriate modifications are made if an unsafe work environment was found.
- _____ 12. One copy of the Injury/Exposure Report is filed in the employee's OSHA/safety file.
- _____ 13. The original report is filed in the SJIEMS OSHA REPORTS file.
- _____ 14. L&I paperwork are filed in the employee's safety file, with a copy in the employee patient file.