

Practice Education Guidelines for BC Injury and Exposure During Practice Education Experience

July 2021

Intent / Purpose

- Outline the actions for Post-Secondary Institution (PSI) Student or Educator to take in the event of a musculoskeletal injury or exposure to hazardous substances, including exposure to bloodborne pathogens, during a practice education experience within a Health Care Organization (HCO).

Definitions

Refer to: [Glossary](#)

<i>Bloodborne disease</i>	"...caused by pathogenic microorganisms, which exist in blood and other body fluids. Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people...Bloodborne pathogens [...] can be transmitted through contact with the infected blood or other potentially infectious body fluids." ¹
<i>Exposed</i>	"The person who has been exposed to blood and/or body fluids of another person" ²
<i>Exposure – Blood and Body Fluids</i>	"An event where a person is exposed to potentially infectious blood or bodily fluids through one of the following: <ul style="list-style-type: none">- Percutaneous exposure through puncture of skin by needlestick or another sharp object- Permucosal exposure through contact with mucous membranes- Non-intact skin exposure through eczema, scratches, and damaged skin" ³
<i>Exposure – Communicable disease</i>	Direct or indirect contact with a person who has an unknown, suspected, or known infection with a communicable disease. Can occur through (but not limited to) percutaneous, permucosal, dermal, respiratory, or digestive route ⁴ "The condition of being subject to an infectious disease through contact with an infected person or a contaminated environment." ⁵
<i>Exposure – Hazardous substance</i>	Contact with a hazardous material through the skin, respiratory tract (inhalation), digestive tract (ingestion), or mucosal membranes (eye, nose, mouth) ⁶

¹ BC Centre for Disease Control (BCCDC). (2021). *Bloodborne Diseases*. Retrieved on January 11, 2021 from <http://www.bccdc.ca/health-info/disease-types/bloodborne-diseases>

² Winnipeg Regional Health Authority. (2011). *Occupational and Environmental Safety & Health Operational Procedure*. Pg. 1. Retrieved August 13, 2019 from <http://www.wrha.mb.ca/professionals/safety/files/OP-BloodandBodyFluidExposure.pdf>

³ BCCDC. (2017). *Communicable Disease Control: Blood and Body Fluid Exposure Management*. Pg. 3.

⁴ Fraser Health Authority. (2014). *Communicable Disease – Prevention and Management of Occupational Exposure*. Pg. 3. Retrieved August 8, 2019 from <https://www.fraserhealth.ca/-/media/ProjectFraserHealth/FraserHealth/About-Us/Accountability/Policies/CommunicableDiseasePreventionManagementOccupationalExposure-Policy-201403.pdf>

⁵ WorkSafeBC. (2009). *Controlling Exposure: Protecting Workers from Infectious Disease*. Pg. 59. Retrieved December 28, 2020 from <https://www.worksafebc.com/en/resources/health-safety/books-guides/controlling-exposure-protecting-workers-from-infectious-disease>

⁶ Centre for Disease Control. (2009). *Agency for Toxic Substance and Disease Registry Glossary of Terms*. Retrieved December 29, 2020 from <https://www.atsdr.cdc.gov/glossary.html>

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<i>Hazardous substance</i>	<p>"... includes a controlled product and a chemical, biological or physical agent that, by reason of a property that the agent possesses, is hazardous to the safety or health of a person exposed to it"</p> <p>Controlled products: "any product, material, or substance included in any of the classes listed in Schedule II of the Controlled Products Regulation" (compressed gas, flammable and combustible material, oxidizing material, poisonous and infectious material, corrosive material, dangerously radioactive material).</p> <p>Chemical agent: "a mist, a vapour, a gas, fumes, or dusts of a chemical compound or a mixture of chemical compounds that present a hazard to the health of any person exposed to it."</p> <p>Biological agent: " an animal, an insect, a parasite or a micro-organism, such as moulds, fungi, viruses, rickettsiae, or bacteria, that present a hazard to the health of any person who comes into contact with it."</p> <p>Physical agent: "an ionizing or non-ionizing radiation, a vibration, a noise, and an extreme temperature or pressure that presents a hazard to the health of any person exposed to it."⁷</p>
<i>Health and Safety Standards</i>	All Applicable Laws, standards of practice and codes of ethics issued by any professional regulatory body, and all rules, policies and regulations in place at the HCO or its Facilities that apply to the Students or Educators at the Facilities, any of which relate to workplace safety, the delivery of Health Care Services or the health and safety of HCO Clients or Workers. ⁸
<i>Injury - Musculoskeletal</i>	"...an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain and inflammation, that may be caused or aggravated by work" ⁹
<i>Routine practices</i>	<p>"A comprehensive set of infection prevention and control measures that have been developed for use in the routine care of all patients at all times in all healthcare settings. Routine practices aim to minimize or prevent healthcare-associated infections in all individuals in the healthcare setting, including patients, healthcare workers, other staff, visitors and contractors."¹⁰</p> <p>Examples of routine practices: education, hand hygiene, sharps safety, personal protective equipment, routine cleaning, safe handling of food¹¹</p>
<i>Source</i>	"The person whose blood or body fluids were inoculated or splashed onto the exposed person. The source may not always be identifiable." ¹²

⁷ Government of Canada. (n.d.). *A Guide to the Management – Hazardous Substances*. Pg. 9-10. Retrieved December 29, 2020 from <https://www.canada.ca/en/employment-social-development/services/health-safety/reports/hazardous-substances.html#sections>

⁸ Health Care Protection Program. (2008). *Risk Note: Managing Risk in Educational Affiliation Agreements - Educational Institution Affiliation Agreement Template*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

⁹ WorkSafeBC. (2006). *OHS Guidelines – Part 04 – General Conditions: G4.46 Definition of musculoskeletal injury (MSI)*. Retrieved August 5, 2019 from <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-part-04?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3Dinjury%2520definition%26sort%3Drelevance%26f%3Alanguage-facet%3D%5BEnglish%5D#SectionNumber:G4.46>

¹⁰ Public Health Agency of Canada (PHAC). (November 2016). *Routine Practice and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings*. Pg. 176. Retrieved December 8, 2020 from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections.html>

¹¹ Ibid. Pg. 9 & 26.

¹² Winnipeg Regional Health Authority. (2011). *Occupational and Environmental Safety & Health Operational Procedure*. Pg. 2. Retrieved August 13, 2019 from <http://www.wrha.mb.ca/professionals/safety/files/OP-BloodandBodyFluidExposure.pdf>

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The risk of exposure to communicable diseases and actions to take in the event of exposure are addressed in the Practice Education Guidelines – [Communicable Disease Prevention](#) and [Communicable Disease Outbreaks](#).

PSIs have 'work-related' illness and injury insurance coverage under the Workers Compensation Act (BC)¹³, or equivalent coverage, for Students and Educators while taking part in a practice education experience (such as WorkSafeBC work-related injury or disease coverage¹⁴; University, College, and Institute Protection Program accidental death and dismemberment coverage)^{15, 16, 17} or ensure out-of province/out-of-country Students are advised to obtain their own medical, accident, and hospital expense insurance (commonly known as Visitors to Canada Insurance).¹⁸

HCOs have control measures in place to eliminate the risk of injuries and the risk of exposures in the practice education setting such as an occupational health and safety program¹⁹ and infection prevention and control practices and precautions.²⁰

PSIs provide education to Students on basic workplace health and safety practices (see [PEG Orientation – Students](#)).²¹

PSIs take reasonable steps to ensure Students and Educators comply with all Health and Safety Standards.²²

¹³ Government of British Columbia. (2019). *Workers Compensation Act [RSBC 2019] Chapter 1*. Retrieved January 11, 2021 from https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/19001_00_multi

¹⁴ WorkSafeBC. (2013). *Did You Know? Unpaid Practicum Students Are Eligible For Workers' Compensation Coverage*. Retrieved August 13, 2019 from <https://www.worksafebc.com/en/resources/health-safety/information-sheets/did-you-know-unpaid-practicum-students-are-eligible-for-workers-compensation-coverage?lang=en>

¹⁵ Health Care Protection Program. (2008). *Risk Note: Managing Risk in Educational Affiliation Agreements - Educational Institution Affiliation Agreement Template*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

¹⁶ Thompson Rivers University. (n.d.). *Insurance and Students*. Retrieved August 13, 2019 from <https://www.tru.ca/risk-management-services/insurance/student-insurance.html>

¹⁷ University of British Columbia. (n.d.). *Student Insurance for Practicum/Clinical Placements*. Retrieved August 13, 2019 from <http://rms.ubc.ca/insurance/insurance-programs/practicum-clinical-placement-insurance-for-ubc-students/british-columbia-2/>

¹⁸ Health Care Protection Program. (September 2013). *Risk Note: Managing Additional Risks Associated with International or Out of Province Institutions and Educational Affiliation Agreements*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

¹⁹ WorkSafeBC. (2019). *Create & manage a healthy & safe workplace: Roles, rights & responsibilities*. Retrieved August 13, 2019 from <https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities>

²⁰ Public Health Agency of Canada (PHAC). (November 2016). *Routine Practice and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings*. Retrieved December 8, 2020 from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections.html>

²¹ Danielson, J., Kraus, C., Jefferson, C. G., Cleven, A. J., Rice, L. E., & O'Sullivan, T. A. (2018). Third-Party Onboarding Organizations as Gatekeepers for Student Placement Decisions. *American Journal of Pharmaceutical Education*, 82(1), 6275. doi:10.5688/ajpe6275 Retrieved June 1, 2019 from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5822945/>

²² Health Care Protection Program. (2008). *Risk Note: Managing Risk in Educational Affiliation Agreements - Educational Institution Affiliation Agreement Template*.

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Students and Educators promptly report any practice education-related injury or exposure by following both PSI and HCO protocols and completing all relevant documentation (see [PEG Safety Event/Incident Reporting](#); Appendix A *Guidelines for Completing Worker's Incident and Injury Report (Form6) for Students*²³; Appendix B *Guidelines for Completing HLTH 2339 Form for Students*²⁴; or other PSI or HCO-specific forms).

PSIs report to HCOs any incident taking place within the HCO involving its Students or Educators that causes or compromises the mental or physical health and safety of HCO Clients or Workers, or members of the public, including breaches of the Health and Safety Standards (see [Educational Institution Affiliation Agreement Template](#)).

HCOs could suspend or exclude a Student or Educator from the practice education setting either temporarily (pending investigation) or permanently where the HCO or PSI has identified that the Student or Educator failed to comply with the health and safety standards. (see [Educational Institution Affiliation Agreement Template](#)).

Roles, Responsibilities and Expectations

Post-Secondary Institutions

- Maintain appropriate insurance coverage for Students and Educators while taking part in a practice education experience.
- Advise Students travelling out of province or out of country to obtain their own medical or accident insurance before the beginning of the practice education experience.²⁵
- Establish and communicate policies, standards, guidelines, and protocols for practice education-related accidental injury, illness, and/or exposure to Students and Educators.
- In the event of an injury or exposure, ensure all relevant documentation is completed and sent (for example, to WorkSafeBC or equivalent insurer, and student health or equivalent services).

²³ WorkSafeBC. (2019). *How workers report a workplace injury or disease*. Retrieved August 13, 2019 from <https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-workers-report-workplace-injury-illness>

²⁴ Ministry of Health. (2026). *HLTH 2339 Management of Percutaneous or Mucosal Exposure to Blood and Body Fluid/Laboratory Requisition*. Retrieved August 13, 2019 from <https://www2.gov.bc.ca/assets/gov/health/forms/2339fil.pdf>

²⁵ Health Care Protection Program. (September 2013). *Risk Note: Managing Additional Risks Associated with International or Out of Province Institutions and Educational Affiliation Agreements*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

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- Maintain a record of reported practice education-related injuries, illnesses, and exposures:
 - Investigate and analyze reported incidents.
 - Analyze trends and practices for opportunities to improve the education program.
 - Plan and implement corrective action to prevent similar incidents in the future.
 - Alert the HCO to any safety hazards or practices made aware of through practice education experiences or through any follow-up of reported incidents.
- Treat all communication and documentation pertaining to Student or Educator injuries and exposures as confidential.
- Contact HCO Practice Education Coordinator when questions arise from Students and Educators about processes and practices related to Student injury, or exposure to hazardous substances, including exposure to bloodborne pathogens.

Students

- Obtain medical or accident insurance when attending a practice education experience from outside of BC or Canada.²⁶
- Complete relevant HCO orientation modules, certifications, and/or learning activities related to workplace health and safety practices (see [PEG Orientation – Students](#); [PEG Orientation On-Site Post-Secondary Institution Educators](#)).
- Use safe work practices for preventing musculoskeletal injuries.
- Correctly use routine practices including personal protective equipment and safety engineered sharps when there is a potential for an exposure to hazardous substances, such as bloodborne pathogens (see [PEG Communicable Disease Outbreaks](#)).
- Promptly report any witnessed, discovered, or involvement in a patient safety incident or safety hazard to the PSI Educator or HCO Supervisor/Worker. (see [PEG Safety Event/Incident Reporting](#)).

²⁶ Health Care Protection Program. (September 2013). *Risk Note: Managing Additional Risks Associated with International or Out of Province Institutions and Educational Affiliation Agreements*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

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- In the event of a **musculoskeletal injury**²⁷:
 - Promptly report the injury to the PSI Educator and/or HCO Supervisor.
 - Seek first aid and/or Emergency Room medical care, if needed, according to the HCO and PSI protocols.
 - Seek medical attention from family doctor, nurse practitioner, or other healthcare professional, if needed.
 - Use the PSI process for recording and reporting 'work-related' injuries.
 - Notify the practice education setting manager of injury, when appropriate, and actions taken.
 - Complete relevant PSI forms, including the report to WorkSafeBC, or equivalent insurer (see Appendix A as example form).
- In the event of an exposure to a **hazardous substance**:
 - Follow the HCO protocol for removing or moving away from source of exposure, cleaning the exposed and/or injured area based on the nature of the hazardous substance, seeking first aid and/or Emergency Room medical care, if needed.
 - Promptly report to:
 - PSI Educator and/or HCO Supervisor
 - person in charge of the practice education setting
 - Use the PSI process for recording and reporting 'work-related' injuries.
 - Complete relevant PSI forms, including the report to WorkSafeBC, or equivalent insurer (see Appendix A as example form).
- In the event of an **exposure to blood or body fluids** capable of transmitting bloodborne pathogens:^{28,29}
 - Follow the HCO protocol for cleaning the injured and/or exposed area, and contacting the First Aid Attendant.
 - Promptly report to:
 - PSI Educator and/or HCO Supervisor
 - person in charge of the practice education setting

²⁷ WorkSafeBC. (2019). *How workers report a workplace injury or disease*. Retrieved August 13, 2019 from <https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-workers-report-workplace-injury-illness>

²⁸ Ibid.

²⁹ BCCDC. (2017). *Communicable Disease Control: Blood and Body Fluid Exposure Management*. Pg. 4-8. Retrieved August 5, 2019 from http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/CPS_CDManual_BBFEpManage.pdf

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- Complete relevant blood and body fluid exposure form(s) with help from the PSI Educator and/or HCO Supervisor as needed (see Appendix A & Appendix B as example forms).
- Proceed to the nearest Emergency Department or health unit, ideally within 2 hours of exposure, to be assessed and treated as needed.
- Identify self as both an exposed healthcare Worker and as a Student of a PSI to Emergency personnel.
- Follow treatment instructions by Emergency Room physician.
- Use the PSI processes for recording and reporting 'work-related' injuries.
- Complete relevant PSI forms, including the report to WorkSafeBC, or equivalent insurer.
- Bring copies of relevant blood and body fluid exposure form(s) to follow-up appointments.
- Take part in follow-up incident debriefing, as appropriate.

Health Care Organizations

- Confirm the PSI has 'work-related' illness and injury insurance coverage under the Workers Compensation Act (BC)³⁰, or equivalent coverage, for Students and Educators.
- Ensure Students and Educators from outside BC or Canada sign a waiver/release form confirming that the HCO assumes no liability for injuries sustained by the Student or Educator during the practice education experience and that the HCO will not be held responsible for such injuries.³¹
- Ensure control measures and safe work procedures are in place to eliminate the risk of injuries and the risk of exposures such as an occupational health and safety program and infection prevention and control practices and precautions.
- Establish and communicate policies, standards, guidelines, and protocols for workplace safety and managing 'work-related' injuries and exposures.
- Treat all communication and documentation about Student or Educator injuries and exposures as confidential.

³⁰ Government of British Columbia. (2019). *Workers Compensation Act [RSBC 2019] Chapter 1*. Retrieved January 11, 2021 from https://www.bclaws.gov.bc.ca/civix/documentId/complete/statreg/19001_00_multi

³¹ Health Care Protection Program. (September 2013). *Risk Note: Managing Additional Risks Associated with International or Out of Province Institutions and Educational Affiliation Agreements*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>

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- In the event of a Student or Educator **musculoskeletal injury**:
 - Provide first aid and Emergency Room medical care to the Injured as needed.
- In the event of a Student or Educator exposure to a **hazardous substance**:
 - Assess the safety and exposure risk to Clients, Workers, and public.
 - Provide direction to the Exposed.
 - Provide first aid and Emergency Room medical care to the Exposed as needed.
- In the event of a Student or Educator **exposure to blood or body fluid**:
 - Assess the Source risk/exposure risk.
 - Notify the Source's Most Responsible Physician/Nurse Practitioner when appropriate and possible.
 - Provide direction to the Exposed.
 - Provide first aid and Emergency Room medical care to the Exposed as needed.
 - Distribute copies of forms and test results accordingly.
 - Do not release Source lab results information to the PSI, the Student, or Educator.
- Complete incident investigation, as appropriate.
- Consult with relevant HCO departments when questions arise from PSIs about processes and practices related to Student injury, or exposure to hazardous substances, including exposure to bloodborne pathogens.

PSI Educators / HCO Supervisors

- Follow HCO and/or PSI protocols for 'work-related' injuries and exposures.
- Assist the Student to:
 - Obtain first aid.
 - Seek Emergency Room medical care where appropriate.
 - Complete all relevant forms.
- Support and guide the Student through the process.
- Inform the practice education setting manager of the incident, resulting injury or exposure, and actions taken.
- Treat all communication and documentation about the Student's injury and/or exposure as confidential.
- Take part in follow-up debriefing and incident analysis, as appropriate.

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References and Resources

- BC Centre for Disease Control. (2017). *Communicable Disease Control: Blood and Body Fluid Exposure Management*. Retrieved August 5, 2019 from http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Epid/CD%20Manual/Chapter%201%20-%20CDC/CPS_CDMManual_BBFEExpManage.pdf
- Centre for Disease Control. (2009). *Agency for Toxic Substance and Disease Registry Glossary of Terms*. Retrieved December 29, 2020 from <https://www.atsdr.cdc.gov/glossary.html>
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- Health Care Protection Program. (2008). *Risk Note: Managing Risk in Educational Affiliation Agreements - Educational Institution Affiliation Agreement Template*. Retrieved October 27, 2020 from <https://www.hcpp.org/?q=node/17>
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- Ministry of Health. (2026). *HLTH 2339 Management of Percutaneous or Permucosal Exposure to Blood and Body Fluid/Laboratory Requisition*. Retrieved August 13, 2019 from <https://www2.gov.bc.ca/assets/gov/health/forms/2339fil.pdf>

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- Ibid. HLTH 2340- *Management of Percutaneous or Permucosal Exposure to Blood & Body Fluid: Letter for Follow-Up Physician* Retrieved August 13, 2019 from <https://www2.gov.bc.ca/assets/gov/health/forms/2340fil.pdf>
- Public Health Agency of Canada. (November 2016). *Routine Practice and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings*. Retrieved December 8, 2020 from <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections.html>
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- University of British Columbia. (n.d.). *Student Insurance for Practicum/Clinical Placements*. Retrieved August 13, 2019 from <http://rms.ubc.ca/insurance/insurance-programs/practicum-clinical-placement-insurance-for-ubc-students/british-columbia-2/>
- Winnipeg Regional Health Authority. (2011). *Occupational and Environmental Safety & Health Operational Procedure*. Retrieved August 13, 2019 from <http://www.wrha.mb.ca/professionals/safety/files/OP-BloodandBodyFluidExposure.pdf>
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- Ibid. (2019). *Create & manage a healthy & safe workplace: Roles, rights & responsibilities*. Retrieved August 13, 2019 from <https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities>
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- Ibid. (2017). *Application for Compensation and Report of Injury or Occupational Disease (form 6)*. Retrieved on December 30, 2020 from <https://www.worksafebc.com/en/resources/claims/forms/application-for-compensation-and-report-of-injury-or-occupational-disease-form-6?lang=en>

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Guideline Review History

Version	Date	People Responsible	Brief Description (reason for change)
1	March 2007	Authors/Editors: Carol A. Wilson (BCAHC), Barb Collingwood (BCAHC) Reviewers: Practice Education Committee of the BC Academic Health Council (Grace Mickelson, Chair)	
2	March 2013	Editors: Diana Campbell (VIHA) Andrea Starck (NHA) Heather Straight (VCHA) Debbie McDougall (BCAHC) Carmen Kimoto (VCC)	Created as new guideline, separate from adverse event reporting. Refined content to align with title of response and reporting Updated content/process References updated, including PSI policies for injury reporting
3	March 2021	Editor: Carol A. Wilson (PHSA) Reviewers: Judy Lee (KPU) BJ Gdanski (PHSA) Kiran Sidhu (FHA/Prov O&HS) Ministry of Health (Allied Health Policy Secretariat and Nursing Policy Secretariat) Ministry of Advanced Education, Skills and Training (Health Education Reference Committee) Health Authority Practice Education Committee	Update definitions and references Expanded to include: - all types of hazardous substance exposures (and not limited to BBF) - expectation of insurance coverage and measures to prevent injury and/or exposure Linked to other related PEGs Added WorkSafeBC form example

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Appendix A

Guidelines for Completing [Worker's Incident and Injury Report \(Form6\)](#) for Students

WORKSAFE BC



APPLICATION FOR COMPENSATION AND REPORT OF INJURY OR OCCUPATIONAL DISEASE



RESET

For your convenience, WorkSafeBC offers three options for reporting a work-related injury and filing a claim:

- 1. Call our Teleclaim Centre** – The fastest and easiest way to report an injury and file a **TIME-LOSS CLAIM** is to call us at **1.888.WORKERS** (1.888.967.5377). One of our knowledgeable representatives will take your information over the phone, explain the process, and refer you to services to aid with your recovery and return to work. Teleclaim is available Monday to Friday, from 8 a.m. to 6 p.m.
- 2. Report your injury online** – Go to worksafebc.com and select "Report injury or illness" to input your information. You can submit your report online and, once submitted, you can follow the status of your claim online.
- 3. Submit the paper form** – Clearly **PRINT** your information on the form below, sign it, and submit it by fax or mail.
FAX: 604.233.9777 in Greater Vancouver, or toll-free within BC at **1.888.922.8807**
MAIL: WorkSafeBC, PO Box 4700 Stn Terminal, Vancouver BC V6B 1J1

For assistance, please call:

- A. Claims Call Centre** at 604.231.8888 or toll-free throughout Canada at 1.888.967.5377, Monday–Friday, 8 a.m. to 6 p.m.
- B. The BC Legislature** provides impartial advisers on all workers' compensation matters. The Workers' Advisers Office is independent and separate from WorkSafeBC and provides free advice and assistance to help injured workers with their claims. They have offices throughout the province and can be contacted at <http://gov.bc.ca/workersadvisers> or by telephone: Lower Mainland 604.713.0360, toll-free 1.800.663.4261; Vancouver Island 250.952.4393, toll-free 1.800.661.4066; Interior 250.717.2096, toll-free 1.800.663.6695.

Information about you

Worker last name		First name	Middle initial
Preferred first name		Gender	
		M <input type="checkbox"/>	F <input type="checkbox"/>
Date of birth (yyyy-mm-dd)	Personal health number (from BC CareCard)	Social insurance number	
Address line 1		Address line 2	
City	Province/state	Country (if not Canada)	Postal code/zip
Home phone number (please include area code)	Business phone number (please include area code)		Business extension
Do you need an interpreter?	What is your dominant hand?		Height
Yes <input type="checkbox"/> No <input type="checkbox"/>	Left <input type="checkbox"/> Right <input type="checkbox"/>		Weight

PSI and Program name (not HCO or worksite name)

Information about your employer

Employer organization name		Operating location (if known)	
Type of business (if known)		Address line 1	
Address line 1		Address line 2	
City	Province/state	Country (if not Canada)	Postal code/zip
Employer contact last name	First name	Employer phone number (please include area code)	Extension

Primary person within PSI to contact about claim

Information about your employment

1. What is your occupation?		2. Have you been employed by this firm for less than 12 months? Yes <input type="checkbox"/> No <input type="checkbox"/>		3. If yes, start date (yyyy-mm-dd)	
4. At the time of injury, were you (please check all that apply)					
Permanent <input type="checkbox"/>	Apprentice <input type="checkbox"/>	Self-employed <input type="checkbox"/>	Casual <input type="checkbox"/>		
Temporary <input type="checkbox"/>	Volunteer <input type="checkbox"/>	Principal/partner or relative of employer <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>		
Full time <input type="checkbox"/>	Student <input type="checkbox"/>	Fisher <input type="checkbox"/>			
Part time <input type="checkbox"/>	New entrant to workforce <input type="checkbox"/>	Hired on a contract basis <input type="checkbox"/>			
5. How many employers do you have?					

Enter "Student discipline"

Practice Education Guidelines for BC Injury and Exposure During Practice Education Experience

Appendix B

Guidelines for Completing HLTH 2339 Form for Students



BRITISH COLUMBIA | Ministry of Health

Management of Percutaneous or Permucosal Exposure to Blood and Body Fluid/ Laboratory Requisition

NOTE: If exposed and/or source person(s) choose non-nominal HIV testing, identify only by initials, sex, and date of birth. Refer to back of form for guidelines for obtaining informed consent.

Exposed Person Information

SURNAME		GIVEN NAME		GENDER	PHN	DATE OF BIRTH (YYYY / MM / DD)	
ADDRESS						NUMBER	WORK PHONE NUMBER
DATE & TIME OF EXPOSURE (YYYY / MM / DD)		HIV PREVIOUSLY RECEIVED HEPATITIS B VACCINE?		SEROCONVERSION		NO	
WAS THIS AN OCCUPATIONAL EXPOSURE? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF YES, SPECIFY OCCUPATION		INDUSTRY		DB AC	
EMPLOYER'S NAME				EMPLOYER'S PHONE NUMBER		DATE BLOOD COLLECTED (YYYY / MM / DD)	

PSI and Program name (not HCO or worksite name)

Enter "Student discipline"

PSI's or PSI Educator's phone number

Exposure Information

TYPE OF BODY FLUID	PLACE OF EXPOSURE (E.G. BEACH, PARK, HOSPITAL)	TYPE OF EXPOSURE	YES	NO	UNKNOWN
		1. <input type="checkbox"/> PERCUTANEOUS			
		2. <input type="checkbox"/> PERMUCOSAL			
		3. <input type="checkbox"/> SEXUAL			
		4. <input type="checkbox"/> NON-INTACT SKIN			
BODY SITE WHERE EXPOSURE OCCURRED		TYPE OF INSTRUMENT	IF PERCUTANEOUS EXPOSURE, WAS: BLOOD VISIBLE ON INSTRUMENT? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
			INSTRUMENT RECENTLY IN SOURCE'S ARTERY OR VEIN? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Source Person (source of blood or body fluid to which the exposed person was exposed)

KNOWN? YES <input type="checkbox"/> NO <input type="checkbox"/>	GENDER M <input type="checkbox"/> F <input type="checkbox"/>	SURNAME	GIVEN NAME	DATE OF BIRTH (YYYY / MM / DD)	PHN
INFECTIOUS STATUS OF SOURCE		KNOWN MEMBER OF A HIGHER RISK GROUP FOR:		DATE BLOOD COLLECTED (YYYY / MM / DD)	
HIV+ <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	HIV <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		
HBsAg+ <input type="checkbox"/>		HBV <input type="checkbox"/>			
HCV+ <input type="checkbox"/>		HCV <input type="checkbox"/>			

Exposed Person Management - The Exposed Person Was Given:

<input type="checkbox"/> HBIG YYYY MM DD	<input type="checkbox"/> HEPATITIS B VACCINE YYYY MM DD	<input type="checkbox"/> POST EXPOSURE TETANUS BOOSTER YYYY MM DD	<input type="checkbox"/> TETANUS IMMUNE GLOBULIN YYYY MM DD	<input type="checkbox"/> ANTIRETROVIRAL STARTER KIT YYYY MM DD	TIME STARTED
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Blood Testing (HBsAg, Anti-HBs, Anti-HBc Total, Anti-HCV, HIV Ag/Ab are done routinely.)

LAB RESULTS TO BE FAXED/PHONED TO:		Enter Student's primary care provider		MSC #
SOURCE PERSON	<input type="checkbox"/> SOURCE PERSON'S FOLLOW-UP PHYSICIAN:	PHONE #		MSC #
	<input type="checkbox"/> EXPOSED PERSON'S FOLLOW-UP PHYSICIAN:	PHONE #		
EXPOSED PERSON	<input type="checkbox"/> EXPOSED PERSON'S WORKSITE OCC HEALTH:	PHONE #	Enter PSI student health services (if applicable)	MSC #
	<input type="checkbox"/> EXPOSED PERSON'S WORKSITE OCC HEALTH:	PHONE #		

Distribution of copies:

HLTH 2339 Management of Percutaneous or Permucosal Exposure to Blood and Body Fluid/Laboratory Requisition (Ministry of Health, Rev. 2016/06/27)

HLTH 2340 Management of Percutaneous or Permucosal Exposure to Blood & Body Fluid: Letter for Follow-Up Physician (Ministry of Health, Rev. 2016/06/27)

To Student

PG 3/PINK copy

WHITE copy