

**Ohio Environmental Protection Agency  
Office of Labor and Safety  
Safety Standard Operating Procedure  
Number: SP10-8  
Date: June 4, 2010  
Status: FINAL**

**Title: Reporting and Investigation of Employee Exposure Incidents**

**Purpose:** The purpose of this Safety Standard Operating Procedure (SSOP) is to outline the procedures for reporting and investigating employee exposure incidents that occur at facilities or locations while performing official Ohio EPA functions.

**Responsibilities:**

**1. Employee Involved in Exposure Incident:**

- a. If, as a result of the exposure, medical attention is required, the employee should take immediate action to report to the nearest medical facility or call 911.
- b. The employee must notify their supervisor as soon as possible after the exposure event
- c. Within 24 hours of the exposure incident an accident report form must be completed and forwarded to the Agency Safety Program Coordinator (Beth Wolf). If the employee involved in hospitalized or otherwise not available, the supervisor should complete the necessary forms.
- d. The employee should notify the Field Safety Program Coordinator (John Vlasko) as soon as possible after the exposure incident so that an investigation may be initiated.
- e. If immediate medical attention is not necessary, the Safety Program Coordinator should be contacted and a request made for a “post-exposure” evaluation, if requested by the employee.
- f. The Accident Reporting Safety Standard Operating Procedure can be found at: <http://epaintra.epa.state.oh.us/ols/SP08-4.pdf>

**2. Supervisor of Affected employee:**

- a. Ensure that the employee has arranged for any necessary medical care as a result of the incident. This includes coordinating with the Safety Program Coordinator for a “post-exposure” consultation if deemed necessary based on the exposed employee’s concerns or symptoms.
- b. Ensure that the appropriate accident reporting paperwork is completed and submitted to the Agency Safety Program Coordinator within 24 hours of the incident. The supervisor may need to complete the necessary forms if the employee is incapacitated or otherwise not available.
- c. Ensure that the Agency Field Safety Coordinator has been notified so that an investigation into the incident can begin.
- d. Notify the facility where the incident occurred to see if anyone else has reported similar exposure situations, or to see if any events may have occurred at the facility which could have lead to the exposure (e.g. accidental release, spill, etc.)

**3. Agency Safety Program Coordinator (Beth Wolf):**

- a. Provide instructions and necessary accident report forms to the affected employee.
- b. Make arrangements for a “post-exposure” consultation with one of our contracted occupational clinics if it was determined that immediate medical attention was not necessary and it is requested by the employee.
- c. Assist the employee in completing any accident report forms or associated worker’s compensation paperwork as needed.

**4. Agency Field Safety Program Coordinator (John Vlasko):**

- a. Upon notification of the exposure incident, initiate an investigation into the circumstances regarding the exposure.
- b. Make necessary contacts with the exposed employee and the respective supervisor to gather information regarding the incident.
- c. Make any necessary notifications to other Ohio EPA staff regarding the facility where the incident occurred so that any necessary precautions may be taken to prevent a similar incident from recurring.
- d. After gathering pertinent facts complete an investigation report and provide copies to all affected individuals. Include recommendations to preclude a similar incident in the future.

**5. District Administrator/Central Office Managers:**

- a. Ensure that the affected employee and the respective supervisor have completed the actions outlined above.
- b. Contact the Agency Safety Program Coordinator and/or the Agency Field Program Safety Coordinator as needed throughout the reporting and investigation phase to ensure that the incident has been properly reported and all appropriate information has been provided to assist in completing all follow-up actions as a result of the incident.