

WEST VIRGINIA NEEDLESTICK INJURY PREVENTION PROGRAM
350 Capitol Street, Room 125, Charleston, West Virginia 25301-3715
(304) 558-2195 fax (304) 957-0185
<https://oeps.wv.gov/needlestick/>

NEEDLESTICK AND SHARP OBJECT INJURY REPORTING INSTRUCTIONS

Hospitals, nursing homes, home health agencies, and local health departments are required to report needlestick and sharp object injuries to the Director of the Division of Health under West Virginia Code 16-36 and Legislative Rule 64CSR82. Quarterly and annual reporting are required under §64-82-5.3 of the Rule. These instructions, along with all forms referenced herein, will enable these facilities to be in compliance with needlestick and sharp object injury reporting requirements. All reporting forms can be obtained by visiting <https://oeps.wv.gov/needlestick/> or by contacting the West Virginia Needlestick Injury Prevention Program (WVNIPP). The WVNIPP has assigned a four-digit facility code to each facility to be used for reporting purposes. This code is not related to any other state program number and can be obtained from the WVNIPP if it is unknown.

INDIVIDUAL NEEDLESTICK & SHARP OBJECT INJURY REPORT

West Virginia Code 16-36 and Legislative Rule 64CSR82 describe the information each facility is required to collect on each exposure incident. Information on each incident is to be kept by the facility in a sharps injury log. In order for all needlestick and sharp object injury data to be reported consistently by all facilities and analyzed at the state level, the WVNIPP is providing a three-page “Needlestick & Sharp Object Injury Report” that contains all data elements stipulated by the Code and Rule. All facilities should use this report form when collecting information on each incident. If a facility chooses to implement an electronic sharps injury log, this form should be used when designing the injury database.

§64-82-5.3.a states that “The facility shall record the exposure incident on the log within six working days of the date the incident is reported to the employer.” Therefore, data on each injury should be collected as the injuries occur, and all injury reports are to be submitted to the WVNIPP on a quarterly basis.

QUARTERLY INJURY REPORT

A one-page “Quarterly Needlestick and Sharp Object Injury Report” should be completed according to the quarterly schedule found on the report. All information should be completed on the quarterly report, and a three-page “Needlestick & Sharp Object Injury Report” for each injury must be attached to the report. These documents can be mailed or faxed to the WVNIPP, or they can be e-mailed to the appropriate WVNIPP staff member. If a facility had zero injuries during the quarter, only the one-page quarterly report must be submitted. If a facility has implemented an electronic injury database, information on each injury can be printed from that database as long as all data elements match those on the three-page “Needlestick & Sharp Object Injury Report.”

If any facility prefers to send individual injury reports to the WVNIPP as they occur, the one-page quarterly report must still be submitted indicating the number of injuries that were reported during the quarter. This will allow the WVNIPP to reconcile the quarterly report with the number of individual reports submitted to ensure that all injury reports were received.

ANNUAL INJURY REPORT

An “Annual Needlestick and Sharp Object Injury Report” should be completed and submitted to the WVNIPP by January 30 for injuries that occurred during the previous calendar year. All information should be completed on the report, and the one-page form can be used as a cover page when completing an annual report that addresses the issues described in the Report Content section. If a facility had zero injuries during the calendar year, only the one-page “Annual Needlestick and Sharp Object Injury Report” must be submitted.

NEEDLESTICK REPORTING CONTACT INFORMATION FORM

A “Needlestick Reporting Contact Information Form” should be completed when necessary to keep the WVNIPP informed of new reporting contact names, as well as name changes, changes to facility names, addresses, contact phone numbers, fax numbers, and e-mail addresses.

REPORTING QUESTIONS

Questions regarding needlestick and sharp object injury reporting can be directed to a WVNIPP staff member by calling (304) 558-2195.