

City of Portland
Exposure Incident Report
(Template)

OVERVIEW

This form is for employees to record the occurrence of any exposure incident. An exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral (e.g. needlestick) contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Employee name: _____ Exposure date/time: _____

Bureau: _____ Department: _____ Supervisor: _____

Description of exposure incident: _____

Source name: _____ Location: _____
(If known)

Recommended actions: _____

Employee signature: _____ Date: _____