



UNIVERSITETET I BERGEN

Det medisinske fakultet

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SOP for immediate action and follow-up of puncture and cut injuries in case of exposure to biological factors



The purpose of this procedure is to prevent / reduce the development of disease when an employee has been exposed to biological factors. The procedure is to ensure that employees and managers are familiar with procedures for measures and treatment in the event of stabs and cuts.

All employees are obliged to familiarize themselves with the procedure and to help when injury occurs.

1. Contents

2.	General Overview	3
2.1	This procedure applies to.....	3
2.2	Changes from last version.....	3
2.3	Abbreviations	3
2.4	Definitions	3
2.5	Location Forms belonging to the procedure	3
3.	Roles and responsibilities	4
4.	Preventative measures.....	5
4.1	Vaccine status and vaccination	5
4.2	Immunosuppressive treatment	5
4.3	Risk assessment of own work	5
4.4	Working alone.....	5
5.	Procedure following an injury	6
5.1	Perform first aid	6
5.2	Treatment by a doctor	6
5.2.1	Blood sample of employee / student	6
5.2.2	Risk of infection	6
5.2.3	Assessment of the source of infection, risk and treatment	7
5.2.4	Source person: Patient / donor	8
5.3	Follow-up	8
5.3.1	Follow-up from the department.....	8
5.3.2	Follow-up from BHT/ GP.....	8
5.4	Reporting.....	9
5.5	Flow sheet.....	9
6.	Appendix.....	10
6.1	Risk of transmission of infection.....	10
6.1.1	Risk of transmission of infection by contact with body fluids	10
6.1.2	Risk of transmission of infection using Retroviral / Lentiviral vectors (viruses) in connection with work on gene-modified microorganisms (GMM).....	10
6.1.3	Risk of transmission of the infection following working with human pathogenic bacteria and viruses	11

SOP for immediate action and follow-up of puncture and cut injuries in case of exposure to biological factors By Siv Lise Bedringaas, Bård Sværi, Gunvor Røssland Landro, Bente Lise Lillebø, and Stein Inge Stigen for The Faculty of Medicine and Occupational Health Service (BHT), University of Bergen

6.1.4	Risk of transmission of infection when working with cell lines	11
6.1.5	Risk of infection when working with research animals (mice and rats).....	11
6.2	Laws and regulations	12
6.3	Links	12
7.	Attachments	13
7.1	Requisition for blood samples	13
7.2	Consent form for blood sample	14
7.3	Self-declaration form	15
7.4	Occupational injury form	16

2. General Overview

2.1 This procedure applies to

This SOP has been prepared for the Department of Biomedicine, Institute for Clinical Science (K2), Institute for Clinical Research (K1), and Occupational Health Service (BHT).

Each institute has its own version, this only applies to K2.

2.2 Changes from last version

Section 7.1: New requisition form for an additional blood test

Section 2.5: The binder with the necessary forms is located on the 5th floor of the laboratory building and the Glasblokkene Block 2 6th floor and Block 8 U1

Links to NAV have been updated

2.3 Abbreviations

GMM	Genetically Modified Microorganisms
BHT	Occupational Health Service
MBF	Medical Biochemistry and Pharmacology (formerly LKB)
LKB	Clinical Biochemistry Laboratory
EMD	Emergency Medical Department (Igevakten)

2.4 Definitions

"0"-test sample	Blood sample taken to determine status less than 48 hours after the incident. This is the starting reference point for further testing.
Organism	Cell, bacterium, virus, human, animal etc.
Source person	A person who has donated blood or other bodily fluid

2.5 Location Forms belonging to the procedure

Our department has a plastic pocket at the 8th floor containing the necessary documentation to be used following stabs and cut wounds where there is a risk of exposure to biological factors.

Primary contact: Siv Lise Bedringaas room 8445

The binder is placed at The Safety zones at , Laboratory building

5th floor and Glasblokkene Block 2, 6th floor and Block 8, U1

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Version 3_

Content:

- The SOP chapter 5
- Self-Declaration form
- 3 requisition form for blood tests
- Patient consent

3. Roles and responsibilities

Role	Responsibility / Task
HSE-coordinator at the department	<ul style="list-style-type: none"> • Contact with BHT • Ensure that all forms are always updated at the department • Provide training
Occupational physician / Nurse	<ul style="list-style-type: none"> • Sign requisitions • Perform / participate in risk assessment of infection • Follow-up the injured person
Employer	<ul style="list-style-type: none"> • Report the accident / injury to NAV • Follow-up the injured person
Injured employee	<ul style="list-style-type: none"> • Perform first aid • Fill in self-declaration form • Provide the “O” blood sample • Contact the BHT and the immediate supervisor • Report HSE nonconformities • Complete the occupational injury form to be sent to NAV if a doctor is contacted • Follow BHT’s suggestions and recommendations
Employee	<ul style="list-style-type: none"> • Acquire knowledge of the nature of the procedure • Provide help in case of accident / injury
Blood sample reception at the hospital (MBF) Weekdays Kl. 08.00 -15.00	<ul style="list-style-type: none"> • Take the “O”-blood sample • Send the results to BHT
Outpatient clinic for blood sampling Zander Kaaes gate 7 Opening hours	<ul style="list-style-type: none"> • Take the “O”-blood sample • Send the results to BHT • Conduct risk assessment • Commence any treatment
Emergency Medical Service (Legevakten) After kl. 15.00 Weekend / Holidays	<ul style="list-style-type: none"> • Take the “O”-blood sample • Send the results to BHT • Conduct risk assessment • Commence any treatment
On-duty physician responsible for infectious disease	<ul style="list-style-type: none"> • Start any treatment • Hospitalization in case of serious risk of infection

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4. Preventative measures

4.1 Vaccine status and vaccination

Everyone who works with blood / blood products and/or microorganisms must check their own vaccine status.

Vaccine status can be checked here: <https://helsenorge.no/vaksiner/mine-vaksiner>

All who potentially can be exposed to infection should be offered vaccination. Although vaccination is a voluntary offer, in some cases the employer may order compulsory vaccination.

Employees who are not vaccinated against hepatitis B should do so by contacting BHT (see 5.2). Employees who work with other pathogens should vaccinate themselves if such a vaccine is available.

4.2 Immunosuppressive treatment

It is recommended that people under immunosuppressive therapy should not work with biological factors.

4.3 Risk assessment of own work

- The working operations must be risk-assessed.
- All workers should have the necessary knowledge of the various biological factors they can come into contact with through their work.

It is recommended that one has a comprehensive overview of information on all cell lines/microorganisms used in the laboratory.

4.4 Working alone

Work where there is a potential risk of serious infection should be avoided outside normal working hours.

If this cannot be avoided, then the employee must have discussed the situation with their immediate superior. Together they must find a satisfactory working solution, for example:

- The timing of the operation if pre-determined
- A colleague is nearby
- A mobile telephone or other way of notification must be readily available
- The manager is notified when the work is done

See also: [Working alone in hazardous working environment](#)

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5. Procedure following an injury

This procedure applies in cases where an employee has a cut or puncture wound which may have been exposed to a biological factor, such as a blood product, cell line or microorganisms.



In the event of a stab or cut injury where there is no risk of exposure, perform regular first aid and contact the emergency services if the injury requires treatment by a physician.

5.1 Perform first aid

- Following stab wounds/cuts, allow wounds to bleed, but to not induce bleeding.
- Immediately flush the exposed area with plenty of water for at least 10 minutes.
- In case of spillage of infectious material, disinfect the area with for example Chlorhexidine or Pyrisept for 3-4 minutes.
- Protect the wound with a patch or bandage.
- Obtain the folder containing the self-declaration form.
- Fill out the form (may be done later, but must be completed before the onset of medical treatment)



5.2 Treatment by a doctor

5.2.1 Blood sample of employee / student

The injured person must provide a “0” blood sample as soon as possible and **no later than 48 hours** after the incident has occurred to determine the status before any infection occurs and this serves as the starting point for further testing and follow-up.



5.2.2 Risk of infection

For known **hepatitis B** or **hepatitis C** infection:

- Contact the Emergency Medical Service (Legevakten) immediately.

At risk for **HIV / retrovirus** exposure:

- Immediately contact Haukeland University Hospital tel. **05300**, and ask to speak to the **on-call infections doctor**.



Preventative treatment should be started within 4 hours and no later than 48 hours.

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5.2.3 Assessment of the source of infection, risk and treatment

Following exposure to blood, body fluids or other biological factors, preventative treatment should be considered when:

- The source of infection is a carrier of a human pathogenic organism against which the injured person is not vaccinated
- The source of infection is lentiviral / retroviral vectors (viruses) in connection with GMO work
- The source of infection is a laboratory animal
- The assessment indicates a high risk
- The source of infection is unknown

If the risk assessment indicates a high risk of infection, the employee / colleague should:

- Report to your PI and head of department / department management

Available blood sampling sites depends on the time of the event:

When	Site	Task/responsibility	Location
Weekdays Kl. 08.00 - 15.00	Blood sample reception at the hospital (MBF)	<ul style="list-style-type: none">• Take the "0"-blood sample• Send results to BHT	2. floor HUS by the escalator
Weekdays Opening hours	Outpatient clinic for blood sampling Zander Kaaes gate 7	<ul style="list-style-type: none">• Take the "0"-blood sample• Send results to BHT• Conduct risk assessment	Adr Zander Kaaes gate 7 Tlf: 55 97 52 95
After kl. 15.00 Weekend Holiday	Emergency Medical Service (Legevakten)	<ul style="list-style-type: none">• Take the "0"-blood sample• Send results to BHT• Conduct risk assessment	Solheimsgaten 9. Tlf: 116 117

- Remember to bring the **forms** (from the folder, see 2.5, or printouts, see chapter 7) to the blood sample site / doctor
- Fill out **the self-declaration form** (can be done later, but should be done before contact with a doctor or the BHT).
- **Vaccine status**

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5.2.4 Source person: Patient / donor

If possible, it is an advantage to obtain a sample from the patient (the potential source of infection). Consent is obtained from the patient/ next of kin if this has not already been obtained. The patient must have a blood sample taken at Haukeland University Hospital, Blood sample reception at the hospital (MBF) second floor. The requisition form must contain the personal data of the injured individual involved and the date of injury.

5.3 Follow-up

The department and BHT are responsible for further follow-up. The process depending on the type of exposure the employee has been subject to.



5.3.1 Follow-up from the department

The Head of Administration assists in completing and sending a claim form to NAV and takes care of the employee in case of any sick leave or other needs in connection with the injury incurred.

5.3.2 Follow-up from BHT/ GP

All inquiries to BHT and test answer will be sent directly to the BHT medical doctor who follows up cases with risk of transmission of infection. NB! This applies only when the enclosed requisition form is used.

Test result go to:

- BHT when the enclosed requisition form is used. BHT follows up cases with risk of infection transmission
- Or your GP who can be contacted via helsenorge.no

The occupational health service or GP can be contacted for further follow up.

- ❖ BHT sends test results and any summonses by post to the address in the National Population Register
- ❖ It is important to attend the follow-up appointment to which you are called to attend, so that any necessary measures can be implemented

5.4 Reporting

Notify as soon as possible:

- Your PI / Head of Administration / HSE-coordinator

Fill out and submit the following forms: (see 6.3 for links):

- The [HSE nonconformity form](#)
- Send the **self declaration form**, to Occupational health service (UiB) in *ephorte*
- [NAV's occupational injury form](#) is completed together with the Head of administration in case of consultation or blood samples.

5.5 Flow sheet



Injury



Perform necessary first aid:

- Rinse extensively with water
- Disinfect
- Apply bandages



Obtain folder with required documents



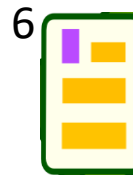
- Fill out self-declaration form
- Immediately contact supervisor/Head of administration
- Report HSE-nonconformity



- Take «0»-blood sample
- Evaluate any risk of the injury with the responsible doctor



Receive preventative treatment if necessary



- Report HSE-nonconformity if not previously completed
- Fill in the form to NAV together with the Head of administration



Follow-up at the BHT and with the Head of administration

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6. Appendix

6.1 Risk of transmission of infection

6.1.1 Risk of transmission of infection by contact with body fluids¹

The risk of transmission is related to the degree of contact with blood of other body fluids. There is no risk of transmission through contact with blood on intact skin. Skin-puncture injuries are considered the most common form of transmission of infection.

There is a risk of transmission of infection by contamination of a contaminated cannula

- Hepatitis B 10 – 30 %
- Hepatitis C 5 – 5 %
- HIV approx. 0.3% In the Nordic countries, transmission of HIV has never been proven following puncture damage.

In Norway, the prevalence of Hepatitis B and C is greatest among injecting drug users. The prevalence of HIV-positive is greatest among people from Africa and Southeast Asia. There has been an increase in infection among homosexuals in recent years, while for injecting addicts there is little chance of new infection. Therefore, the chance that a patient is infected with Hepatitis B, C or HIV will be low as long as he/she does not belong to one of these risk groups.

6.1.2 Risk of transmission of infection using Retroviral / Lentiviral vectors (viruses) in connection with work on gene-modified microorganisms (GMM)

A stab wound/ cutaneous injury is the highest risk factor for transmission of infection when working with Lentiviral vectors in the laboratory. The other type of exposure hazard is from airborne aerosols via the respiratory tract, partly due to spills or too much pipetting.

Exposure can lead to one-off infections with the transmission of viral genetic material that can result in:

- Mutations
- Development of oncogenesis
- Generation of replication competent lentivirus (RKL)

¹ Norwegian Institute of Public Health: <http://www.uib.no/fg/dyreavdelingen/66095/kontroll-med-smitte-patogener-og-mikrobiell-status>

6.1.3 Risk of transmission of the infection following working with human pathogenic bacteria and viruses

Transmission of infection by stab-wounds and cut injuries by direct exposure to bacteria and viruses is considered high. Exposure risk depends on the type of pathogen and this must be evaluated for each type.

6.1.4 Risk of transmission of infection when working with cell lines

The greatest risk of exposure when working with cell lines is the presence of pathogenic agents. Commercially available cell lines have been tested for a range of potential pathogenic viruses and bacteria. Cell lines infected with agents that can induce moderate disease are marked with a higher risk level (BSL 2). Cell line providers recommend that all cell lines, although labelled as BSL 1, be treated as potential carrier at the BSL 2 level, as they cannot test for all types of viruses and bacteria.

The closer the genetic similarity the cell line has to human cells, the higher risk of transmission of infection. This is due to the relationship of the host and the human immunological response factors. Human cell lines therefore pose the greatest risk. Other factors that also need to be considered are the concentration of cells and the number of cell lines one has been exposed to.

The risk of transmission of cells from human or other animal species is considered minimal.

6.1.5 Risk of infection when working with research animals (mice and rats)

Infectious material can be transmitted following skin damage, via the respiratory tract or by means of using aerosols for example, during cleaning cages or the animals' own activity. Infection can also be transmitted through surgery and dissection.

Possible exposure hazards:

- Development of allergy to test animals
- Zoonoses (infectious diseases that can be latent in the experimental animal. Some of these can be very dangerous for humans.)
- Injection of material meant for injection into a test animal (e.g. cancer cells, cytostatic drugs, other agents used for treatment)

6.2 Laws and regulations

The Working Environment Act § 4-5	<i>Especially regarding chemical and biological health hazards</i>
Internal control regulations § 5 paragraph 6	<i>Reduce risk conditions</i>
Regulations on the execution of work Chapter 6 § 31-3	<i>Work environments that may cause exposure to biological factors. Registration of workers using biological factors.</i>
Regulations on reorganizing and participation chapters. 7-11, 13	<i>Risk assessment, training, information, planning, facilitation, work instructions, company health service, reporting obligation and protective equipment.</i>
Workplace regulations chapters. 5 and 8	<i>Signs, marking/labelling of possible exposure to biological factors</i>
Contingency Protection Act § 3-2 and § 6-1	<i>(Prior) survey of employees and students</i>
National Insurance Act Chapter. 13	<i>Occupational injury coverage</i>

6.3 Links

BHT, contact info	https://www.uib.no/en/hms-portalen/147942/about-occupational-health-service
First aid	https://www.uib.no/en/hms-portalen/79799/first-aid
HSE deviation reports	https://www.uib.no/en/hms-portalen/147849/report-hse-non-conformities
NAV occupational injury form	https://www.nav.no/yrkesskade/en https://www.nav.no/report-occupational-injury#report

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7.2 Consent form for blood sample



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Samtykkeskjema for blodprøve

Samtykke til blodprøve

I forbindelse med at jeg har donert blod eller annen kroppsvæske til forskning, har den som har behandlet min prøve påført seg stikk og/eller kutt som gir grunnlag for at det kan tas blodprøve av meg.

Jeg samtykker til at det blir tatt blodprøve, eller at tidligere blodprøve kan brukes. Denne blodprøven skal kun brukes til å sjekke status for hepatitt B, hepatitt C og HIV.

Navn: _____

Dato / underskrift pasient/kildeperson

Dato / underskrift behandler

Samtykkeskjema tilhørende SOP for oppfølging av stikk og kutt skader ved fare for eksponering av biologiske faktorer.
Det medisinske fakultet, Universitetet i Bergen versjon 1_30.04.19

Link to the form:

[Samtykke](#)

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7.3 Self-declaration form

Self-declaration form for puncture and cut injuries

Name: _____ Groupe: _____ Time: _____ Date: _____

Vaccine status: Hepatitis B Tetanus Other: _____

TYPE OF WORK	DESCRIBE THE TYPE OF EXPOSURE
BLOD OG KROPPSVÆSKER	Blood <input type="checkbox"/> Other body fluids: _____ Known infection in patient: _____
RETROVIRAL VECTORS (GMM)	Vector/- system: _____ Type of gene insert: _____ <input type="checkbox"/> <input type="checkbox"/> Mutated Not mutated <input type="checkbox"/> Origin of the gene: Human other: _____ Function of the gene: _____ Recipient organism: _____
HUMAN PATHOGENIC BACTERIA AND VIRUSES	Name: _____ Type: Bacteria <input type="checkbox"/> Viruses <input type="checkbox"/> Other: _____ Disease: _____
CELL LINES	Name: _____ Human <input type="checkbox"/> Other: _____ Tissue type: _____ Cell type: _____ Disease: _____

Link to the forms:

[Egenerklæring](#)

[Self-declaration form](#)

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7.4 Occupational injury form

Nullstill		Nullstill skjemaet før du lukker det			
FOLKETRYGDEN			Melding om yrkesskade eller yrkessykdom påført under arbeid på norsk eller utenlandsk landterritorium		
Dette eksemplaret skal melderens sende NAV, se pkt VI i orienteringen til melder.					A 1
1 Opplysninger om den skadede og arbeidets art					
Den skadedes fullstendige etternavn og fornavn		Statsborgerskap		Fødselsnummer (11 siffer)	
Bostedsadresse eller oppholdsadresse i Norge		Husnr.	Postnr.	Sted	Bosteds-/oppholdskommune
Stilling (tittel)	Da ulykken inntraff eller da skadelig påvirkning fant sted:		Yrke (fagfelt)	Stillingsprosent	Arbeidsforholdet varte
10-årig grunn-skole	1-3 år på videre-gående skoles nivå	1-3 års utdanning utover videre-gående skoles nivå	Universitet/ høy-skoleutdanning med varighet 4 år eller mer	Arbeidstaker (tjeneste-forhold)	Arbeidsforholdet varte
				Selvstendig nærings-drivende	Arbeidsforholdet varte
				Frilanser	Arbeidsforholdet varte
					Hvis selvstendig/ frilanser, frivillig yrkesskadetrygdet?
					Ja
					Nei
2 Opplysninger om arbeidsgiveren mv					
Arbeidsgiver da ulykken inntraff eller da skadelig påvirkning fant sted		Organisasjonsnummer			
Vei-/gatenavn		Husnr.	Postnr.	Sted	Telefonnummer
Fant ulykken sted på ovenstående adresse?		Ja	Nei	Hvis nei, oppgi hvor (med nøyaktig adresse)	
Lov om yrkesskadeforsikring. Arbeidsgiverens forsikringselskap: Navn og adresse					
3 Ulykke - opplysninger ved arbeidsulykke					
Under A til G er det ønskelig at du oppgir flere koder, men du må oppgi den viktigste først					
Ulykkesdato	Klokkeslett	Arbeidsstidsordninger	Annet	Ulykken inntraff:	I normal arbeidstid
		Bare dagtid (06.00-21.00)			Under over-tidsarb
Lønnsform da ulykken skjedde	Timelønn/fast lønn	Prestasjons/akkord	På vanlig arbeidsplass?	Ja	Nei
				Inne	Ute
På vei mellom arbeidssteder?	Ja	Nei	Meldt arbeids-tisynet?	Ja	Nei
				Hadde skadede nødv. opplæring for å utføre arb.operasjonen?	Ja
					Nei
A Type ulykke	B Bakgrunn	C Skadens art	Skadet kroppsdel		
Oppgi kode (eventuelt flere)	Oppgi kode (eventuelt flere)	Oppgi kode (eventuelt flere)	Oppgi kode (eventuelt flere)		
E Kontakt - skademodus	F Type arbeidsplass	G Avvik	H Antatt fravær		
Oppgi kode (eventuelt flere)	Oppgi kode (eventuelt flere)	Oppgi kode (eventuelt flere)	Oppgi kode		
Gi nærmere beskrivelse av hendelsesforløpet og av skaden i felt 5 nedenfor					
4 Sykdom - opplysninger ved mistanke om sykdom					
Yrkessykdommens art (oppgi om mulig diagnose)		Når påvist (dag, måned, år)		Død av yrkes-sykdommen?	
				Ja	
				Nei	
Påvirkning som fremkalle sykdommen (f eks steinstøv, asbest, løsemidler, andre kjemiske stoffer, vibrasjoner, larm)					
Varighet av påvirkningen (fom måned,år). Hvis flere perioder, oppgi alle. Hva bestod arbeidet i da påvirkningen fant sted?					
5 Utfyllende beskrivelse					
Nærmere beskrivelse av hendelsesforløpet, utførelse og bakenforliggende årsaker/omstendigheter som førte til skaden eller sykdommen. Oppgi navn og adresse på eventuelle vitner. Hvis du har kjennskap til om arbeidstakeren har blitt undersøkt/fått behandling i forbindelse i forbindelse med det aktuelle skadetilfellet, ber vi deg oppgi navn og adresse på lege, legevakt, tannlege eller lignende. Bruk om nødvendig tilleggsark.					
6 Underskrift					
Sted, dato, melderens stilling			Underskrift		
			?		

<https://www.nav.no/report-occupational-injury#report> or <https://www.nav.no/yrkesskade#meld> (use one of these links to fill out the form)

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