**Attachment #6**

**SACRISTAN CHECKLIST FOR MEDICAL RELATED INCIDENTS**

1. If notified of an accident involving the personal injury of another individual:
   a. Notify 911 immediately, if medical assistance is requested or required.
   b. Notify the Pastor or Deacon, as soon as possible.
   c. Comply with the parish’s posted (small red binder outside the parish’s Main Office door) Emergency Response Procedures (ERP).
   d. Coordinate with the Pastor or Deacon to document the incident, if/as needed, on an Exposure and/or Accident-Incident Report Form, as soon as possible.

2. If the accident or incident involves bodily fluids, ensure adequate personal protections for exposures to blood borne pathogens are utilized. As a minimum:
   a. Consider all human blood and other bodily fluids to be *infectious*.
   b. Before initiating any clean-up of the area (e.g., pew, carpeting, etc.) ensure staff and/or volunteers utilize approved protective equipment (e.g., gloves, waste removal instruments and bags, etc.). (Note: These materials are available in the parish’s sacristy and kitchen areas. Plastic gloves are meant for one-time use only. Disposable gloves are never to be reused.)
   c. Ensure all contaminated waste products/materials are safely and properly disposed of in red, plastic bags (imprinted with the Bio Hazard label/mark).
   d. In any case, when staff and/or volunteers have to deal with bodily fluids, they should immediately wash their hands and other skin surfaces with a 10 percent bleach solution or other antiseptic soap.
   e. Any staff and/or volunteer who have cuts, sores, or any other breaks in the skin of their hands and/or arms should not contact blood or other bodily fluids unless it is an emergency and there is no one else available to help.
   f. Clean blood and body fluid spills promptly with a solution of bleach and water or an approved hospital strength disinfectant solution.
g. In the event that any staff and/or volunteer is exposed to blood or bodily fluids that come into contact with any breaks in their skin or gets into their mouth, eyes, or nose, he/she should immediately notify the Pastor.