Policy · WRK-POL-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 2E.3

At a glance

- The organisation protects the health and safety of its staff while they work.
- Required vaccinations are checked at appointment and kept up to date.
- Exposures to blood or body fluids are reported and followed up the same day.
- Personal protective equipment is provided, fitted and replaced.
- Stop and get help straight away if: a staff member has been exposed to a blood-borne risk and no follow-up has started.

1. Purpose

To protect the health, safety and wellbeing of every workforce member in the course of their duties [EC].

2. Scope

Applies to	All workforce members, locums, volunteers and students on placement
Locations	All premises and outreach work of the facility
When	Always, including on outreach and in the community
Does not apply to	Personal health care outside work

3. Definitions

Term	Meaning
Exposure	Contact with blood, body fluid or a sharp object that may carry an infection
Occupational health	The health service that looks after staff health at work
PPE	Personal protective equipment such as gloves, gowns, masks and eye protection

4. Background

Health workers face physical, infectious and psychological risks. Criterion 2E.3 asks for protection in practice, with records, not only a written statement.

5. Responsibilities

Role	Responsibility	Competence
Chief executive	Accountable for staff health and safety	Executive
Occupational health lead	Runs vaccination, exposure follow-up and fitness-for-work checks	Occupational health
Line managers	Make sure PPE is available and used	Management
All staff	Report exposures and hazards at once	Own role

6. Materials and equipment

Item	Requirement	Condition
PPE stock	As set in the PPE list for each area	Checked weekly
Vaccination record for each staff member	Current	Reviewed each year

7. Safety

- No staff member works in a clinical area without the vaccinations required for that area, unless exempted by occupational health in writing.

8. Before you start

- Confirm the vaccination schedule and the PPE list for each service are current.

9. Procedure

Step 1. Check status at appointment.

- Check vaccination status before the first shift.
- Record any missing vaccination and the plan to complete it.

Key point: No one starts clinical work without a recorded status.

Step 2. Respond to an exposure.

- Follow WRK-SOP-002 at once: first aid, reporting and post-exposure care.
- Record the exposure on the incident system the same day.

Key point: The first hour matters.

Step 3. Support the staff member.

- Occupational health reviews the exposure and arranges follow-up tests.
- Staff are told the result and what happens next.

Key point: A staff member is never left without follow-up.

Step 4. Review the cause.

- Review each exposure at the monthly safety meeting.
- Change practice or equipment where the cause is found.

Key point: Each exposure should lead to a change or a recorded reason for no change.

10. Decision points

- If a staff member is not fit for a task, occupational health decides on a temporary change of duties, with a review date.

11. Special situations

Situation	Action
Outbreak or epidemic	Occupational health issues updated PPE and vaccination guidance to all staff within 24 hours.

12. Escalation

- Any exposure with a missed follow-up, or any staff member without a required vaccination, is reported to the chief executive.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Staff with required vaccinations recorded	100%	Yearly	Occupational health lead	Escalate to chief executive
Exposures followed up within 24 hours	100%	Monthly	Occupational health lead	Escalate to chief executive
PPE checks completed	At least 70%	Monthly	Line managers	Restock and review

14. Records

Record	Kept in	Retention
WRK-FRM-002 or the incident system: exposure records	Occupational health file	Employment plus 40 years
Vaccination records	Occupational health file	Employment plus 40 years

15. Training

- All staff are trained in PPE use and exposure reporting at induction, and refreshed every year.

16. Related documents

ID	Title	Use
WRK-SOP-002	Occupational exposure and needlestick response	Steps for an exposure
WRK-SOP-003	Staff vaccination and immunisation	Vaccination schedule
WRK-SOP-004	Support after distressing events	Wellbeing after incidents

17. Evidence

Reference	Note
E-001	WHO Guidelines on Hand Hygiene in Health Care (2009).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

No e-learning course is linked to this document yet.

Planned course: New course planned.

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)
- World Health Organization (2009). WHO Guidelines on Hand Hygiene in Health Care. Geneva: WHO. **Open source** (E-001)

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