



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 900.2
Title: Insect Bite and Stings Policy
Implementation Date: February, 2022
Date Audited: February, 2025
Last Revised: February, 2025

Introduction

Outdoor workers are at a higher risk of being bitten or stung by bees, wasps, hornets, yellow jackets, fire ants and spiders. Some insect bites and stings can cause an immediate reaction, sometimes severe; however, most bites and stings only cause moderate discomfort.

Avoiding stings and bites

1. Avoid strong smelling perfumes, colognes, soaps and deodorant.
2. Wear clothing that covers as much as the body as possible.
3. Remain calm and avoid rapid, jerky motions near hives or nests.
4. Use caution when eating outdoors, especially sweetened beverages, which attract flying insects.
5. If allergic to insects, carry an epinephrine pen for emergencies.

When an employee is stung or bitten

1. Report the sting or bite to your Lead Worker/Supervisor immediately.
2. Remove the stinger using a gauze wipe over the affected area or use your fingernail over the area.
3. Do not squeeze the area over the stinger or use tweezers.
4. Wash area with soap and water.
5. Apply ice to the affected area to reduce swelling.
6. Do not drive a vehicle or operate heavy machinery for the rest of your work period or shift.
7. Fill out an [Illness/Injury Report Form](#)
8. Continue to monitor the sting or bite throughout the work period and seek medical treatment if necessary.

When to seek medical treatment

There are instances when you may need to call 911 or be taken to the local Emergency Room.

1. Swelling on the face or mouth.
2. Throat tightness or swallowing difficulty.
3. Trouble breathing, wheezing or shortness of breath.
4. Feeling weak
5. Turning blue

Who to contact if needing medical treatment

If you have an allergic reaction or medical treatment is needed, employees must contact Corvel (866-245-8588), ETSU’s Worker’s Compensation carrier, with their Lead Worker/Supervisor. If an emergency, call Public Safety at 439-4480 with your cell phone or 911 from a land line. You or your Lead Worker/Supervisor will need to contact Corvel to let them know which hospital the employee went to. Human Resources will also need to be contacted to ensure the employee is not responsible for any work-related illness/injury costs.

Scope

This policy applies to all Facilities Management employees.

Responsibilities

All Facilities Management employees are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with university policies.

Contact Persons

Associate Vice President for Administration
Director of Environmental Health and Safety
Associate Director of Environmental Health and Safety

Approved by: _____
Jeffery S. Blanton, Associate Vice President for
Administration

Date approved: _____

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