

Incident Report (Use this form for a Laboratory Injury / Accident / Near Miss / Chemical or Biological Spill)

Instructions: This form must be completed by the Instructor or Teaching Assistant assigned to any undergraduate laboratory or graduate laboratory in which an incident occurs. The completed form should be returned to the Lab Safety Manager (Harney Hall Room 404).

1. Name of Injured / Involved Student: LAST _____ FIRST _____ MI _____

2. Contact Information of Injured / Involved Student: (_____) _____ - _____ Email: _____

3. Course # or Research Group: _____ Room and Building: _____

4. Date of the Incident: ____ / ____ / ____ Time _____

5. Brief description including how the incident occurred and any specific injury, which resulted from the incident:

6. List any **chemicals** or **biological organisms** involved: _____

7. List any equipment involved: _____

8. Was the student wearing safety glasses? (Circle One.) Yes No

9. Indicate any other safety equipment (gloves, face shield, etc.) that the student was wearing:

(Complete both sides and give copies to the Instructor teaching the course or Group and the Lab Safety Manager)

10. Was the eyewash and/or safety shower used? If so, how long did the student flush the affected area of the body?

11. List the names of the witnesses to the incident:

1) _____

2) _____

3) _____

12. List specific suggestions regarding how to prevent similar incidents in the future:

13. Was First Aid administered? (Circle One.) Yes No
If yes, who administered the first aid and what was done...

14. Was 2-911 called for assistance? (Circle One.) Yes No

15. Was the student taken to a hospital? Yes No

If yes, which hospital? _____

Indicate how the student was transported _____

Indicate who accompanied the student _____

Signature of Instructor,
Teaching Assistant, or
Stockroom Employee _____ Date ____ / ____ / ____

Print Name _____ Phone (____) ____ - ____

The Instructor teaching the course or research group and the College's Lab Safety Manager (Harney Hall Room 404) will receive a copy of this report and you may be contacted if further information is needed regarding this incident.

DEFINITIONS

ACCIDENT - The National Safety Council defines an accident as an undesired event that results in personal injury or property damage.

INCIDENT - An incident is an unplanned, undesired event that adversely affects completion of a task.

NEAR MISS - Near misses describe incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.

SPILL: A spill is defined as an uncontrolled release of a chemical or biological agent. Spills can be categorized into two types:

1. **Major spills**

2. **Minor spills**

Major spills meet these criteria:

There is fire or potential for fire or explosion.

The spill poses an immediate danger to life or health.

There are injuries requiring medical attention.

You do not know the properties or hazards of the spilled material

Major spills require an external emergency response, ie. San Francisco Fire Department.

Minor spills are spills that do not meet the criteria of a major spill and can normally be dealt with by University personnel. Environmental Health Office or The College of Arts and Sciences Lab Safety Manager can provide technical advice or onsite assistance.