Teaching laboratory Accident/Incident Report

Use this form to report injuries, accidents, fire, or other serious incidents that have occurred during a teaching laboratory. If a fire extinguisher is used, the incident must be reported to the office of Environmental Health and Safety (212 854-8749)

INSTRUCTOR’S REPORT

Date of Incident: _________________________ Time: _________________________
Course Number: _________________________
Instructor’s Name: _________________________
Name of student(s) involved in incident (provide UNIs)
________________________________________________________________________
________________________________________________________________________
Title of experiment being done at the time the incident occurred:
________________________________________________________________________
Description of Incident:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Where did the Incident Occur?
________________________________________________________________________
Actions Taken (circle all that apply):

a) First Aid (e.g., wash, burn ointment, band-aid, eyewash, shower, other (describe)
________________________________________________________________________
b) Treatment (e.g., student sent to Health Services, called CAVA, sent to ER. Provide name of accompanying person (if any)
________________________________________________________________________
c) spill kit used (Contact EHS, 854-8749 for replacement)
Instructor’s Signature : ___________________________________________
This page is to be filled out by the instructor after he/she interviews the students. The students must read and sign the statements below.

INJURED STUDENT’S REPORT

1. Did you attend safety training at the beginning of the lab period?   YES____ NO____

2. Did the instructor inform you about the hazards of the experiment?   YES____ NO____

3. Were you wearing Personal Protective Equipment?   YES____ NO____
    ___Lab Coat      ___Goggles      ___ Latex gloves      ___Neoprene gloves

4. Was the experiment performed with adequate ventilation?   YES____ NO____
    ___fumehood      ___canopy hood

5. If the experiment was performed in a fumehood, was the sash at the proper height as specified for the experiment being done?   YES____ NO____

6. Did you read the material related to the experiment concerning safety and hazards?   YES____ NO____

Signature of Student ______________________________________________________

WITNESSING STUDENT’S REPORT (IF APPLICABLE)

1. Did you attend safety training at the beginning of the lab period?   YES____ NO____

2. Did the instructor inform you about the hazards of the experiment?   YES____ NO____

3. Were you wearing Personal Protective Equipment?   YES____ NO____
    ___Lab Coat      ___Goggles      ___ Latex gloves      ___Neoprene gloves

4. Was the experiment performed with adequate ventilation?   YES____ NO____
    ___fumehood      ___canopy hood

5. If the experiment was performed in a fumehood, was the sash at the proper height as specified for the experiment being done?   YES____ NO____

6. Did you read the material related to the experiment concerning safety and hazards?   YES____ NO____

Signature of Student ______________________________________________________