Engineering Department Laboratory & Shop Incident Report

All incidents – injuries, chemical spills, or any other chemical or equipment related accidents or near-misses – must be reported **within 3 days** to the appropriate Engineering Department faculty member, the Engineering Department Technician, or Environmental Health & Safety (Karen Misbach x4250, Patrick Schaffner x4045).

Person reporting incident: __________________________________________________________
Office number or campus address: __________________________________________________
Telephone number: ______________________________________________________________

Date of incident: _________________________________________________________________
Location of incident: ______________________________________________________________

Type of incident (e.g. injury, chemical spill, machining accident, etc.): __________________

Description of incident events: __________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Immediate actions taken in response to incident (e.g. first aid administered, spill cleaned, etc.): ______
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____________________________________________________________________________
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____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

College departments notified of incident:
☐ Engineering Department
☐ Environmental Health & Safety
☐ Medical Office
☐ Campus Safety

Follow-up actions taken in response to incident (e.g. procedural changes, etc.): __________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Date report forwarded to Environmental Health & Safety: _______________________________

November 14, 2011