

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.): _____

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: _____