

# Incident/Injury Report

Washington College Toll Science Complex Teaching and Research Laboratories

Date of report \_\_\_\_\_

**REPORT any injuries, spills, chemical or biological releases and other unplanned events EVEN MINOR ONES to the Course Instructor and the Manager of the Teaching Laboratories (Caroline Miller). Submit this form to the Lab Manager in SG14 or email to [cmiller2@washcoll.edu](mailto:cmiller2@washcoll.edu).**

## WHO was involved?

	FULL NAME	PHONE NUMBER	EMAIL @washcoll.edu
Student:	_____	_____	_____
Student:	_____	_____	_____
Lab Supervisor/TA:	_____	_____	_____
Course Instructor:	_____	_____	_____

## WHEN & WHERE did the incident take place?

DATE: \_\_\_\_\_ LAB COURSE & SECTION : \_\_\_\_\_  
TIME: \_\_\_\_\_ LAB BUILDING & ROOM NUMBER: Toll \_\_\_\_\_ Dunning/Decker \_\_\_\_\_

## WAS ANYONE INJURED? [check here \_\_\_\_ if none]

How? Be specific (e.g., "right hand burned on hot glass")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ reported by \_\_\_\_\_

## WAS FIRST AID ADMINISTERED? [check here \_\_\_\_ if none]

Be specific: what aid? administered by whom? aid refused?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ reported by \_\_\_\_\_

## PROFESSIONAL MEDICAL EVALUATION/TREATMENT:

Suggested/recommend? \_\_\_\_ yes \_\_\_\_ no by \_\_\_\_\_

Student sent to STUDENT HEALTH SERVICES? \_\_\_\_ no \_\_\_\_ yes by \_\_\_\_\_

## CHEMICALS INVOLVED Specify Hazards, as appropriate (Toxic? Corrosive? Flammable? Reactive?):

Substance	Concentration	Approx. Volume	released outside lab?	Hazard
_____	_____	_____	yes ____ no ____	_____
_____	_____	_____	yes ____ no ____	_____
_____	_____	_____	yes ____ no ____	_____
_____	_____	_____	yes ____ no ____	_____

**DESCRIBE INCIDENT AS IT HAPPENED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ reported by \_\_\_\_\_

## DESCRIBE INCIDENT RESPONSE: (Spill cleanup? / Evacuation? / Assistance from Lab Manager or Public Safety?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ reported by \_\_\_\_\_

**This form is for internal reporting and is NOT a replacement for the college official accident/incident form.**