



PROCESS AND SAFETY IMPROVEMENT FORM FOR LABORATORY INJURY, ACCIDENT, EXPOSURE, NEAR MISS, OR CHEMICAL/BIOLOGICAL SPILL FORM

Note: If you are injured, you also need to fill out a Worker's Compensation Form. Please contact the Director of Human Resources for instructions.

Today's Date: Select Today's Date	Instructions: <ul style="list-style-type: none"> This form must be completed by EACH person (student and/or faculty) involved in the incident. RETURN the completed form to the Laboratory and Safety Compliance Manager: (Joanna Lewis 208-795-4354) 			
Incident Date: Select Incident Date	Time of Incident: Enter time (h:mm am/pm)	Location of Incident: Select a location		
INCIDENT NAME:				
Provide a brief description of the incident, including how the incident occurred and any specific injury, which resulted from the incident:		Type a brief description here:		
List any chemical or biological organisms involved:		List Chemicals /BioOrganisms involved here		
INTERVIEWEE:				
Level of Involvement:	Last Name	First Name	Middle Name	Credentials
Select	Last Name	First Name	Middle Name	Select
Home Phone	Cell Phone		Work Phone	
###-###-####	###-###-####		###-###-####	
Email Address:		Type Email Address		



INJURIES:	
1. Was 911 called for assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Was the person taken to a hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. If yes, which hospital?	Enter Hospital
4. Indicate how the person was transported:	How Transported
5. Indicate who accompanied the person:	Who accompanied injured to hospital
6. Was First Aid administered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. If yes, who administered the first aid and what first aid measures were applied?	Who Administered First Aid
8. Was the person wearing safety glasses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Indicate any other safety equipment (gloves, face shield, etc.) that the person was wearing:	Type list here
10. Was the eyewash and/or safety shower used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. If yes, how long did the person flush the affected area of the body?	Enter duration (mm:ss)
12. What lab procedures were being performed?	Type list of Lab procedures here
13. What is the Standard Operating Procedure (SOP) <u>Name</u> (for the lab procedures that were being performed in question #12)?	What are the SOP Names for procedures.
14. List any equipment that was involved:	List here, any equipment that was used

PREVENTION:	
List specific suggestions regarding how to prevent similar incidents in the future:	Type your suggestions to prevent future incidents here

Signature of person involved in the Incident:	Date:

REVIEW USE ONLY:	
Signature of Supervisor/Instructor/PI [for student incident only]:	Date:
Signature of Laboratory and Safety Compliance Manager:	Date:
<p>If the incident involves a student, the faculty mentor, instructor, or PI will sign and receive a copy of this form. This individual and ICOM's Laboratory and Safety Compliance Manager will receive a copy of this report and you may be contacted if further information is needed regarding how to improve laboratory safety.</p>	

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.
SPILLS -	<p>A spill is defined as an uncontrolled release of a chemical or biological agent. Spills can be categorized into two types:</p> <ol style="list-style-type: none"> 1. MAJOR SPILLS - meet these criteria: <ol style="list-style-type: none"> a. There is fire or potential for fire or explosion. b. The spill poses an immediate danger to life or health. c. There are injuries requiring medical attention. d. You do not know the properties or hazards of the spilled material <p><i>Major spills require an external emergency response, ie. Meridian Fire Department</i></p> 2. MINOR SPILLS - are spills that do not meet the criteria of a major spill and can normally be dealt with by ICOM personnel. The Lab Safety and Compliance Manager can provide technical advice or onsite assistance.



Idaho College of Osteopathic Medicine