INCIDENT REPORT

I. Report by person involved

Name:

Department: *Chemistry*

Date Prepared:

How long at this job?

Position/Title

Location of Incident:

Date/Time of incident:

Principal Investigator/Supervisor:

A. Describe how the incident occurred.

*1. Explain the operation in which you were involved. Describe the incident in detail. What happened?*

 *What were the conditions of your work? Is this a routine operation?*

1. *Describe any equipment, machinery, or instruments in use at the time of the incident and their potential contribution to the incident.*

B. Did you sustain any injuries? What were they? How were they treated? Did you require medical care? Describe the severity of the injury.

**C. Was there any property loss or damage? Please elaborate.**

**D. Safety Rules and Procedures.**

*1. Was the use of personal protective equipment (PPE) necessary during the given operation? Was the PPE worn? What did it consist of?*

*2. What type of training did you receive prior to engaging in this operation? Was the training adequate? What did it consist of?*

E. Causal Factors

*1. What do you perceive to be the causal factors behind this incident? This could include: inadequate management oversight; lack of appropriate safety policy; proper equipment not used, required, or supplied; etc.*

*2. What are your recommendations for preventing recurrence?*

F. Immediate corrective action taken.

*1. Additional remediation efforts to prevent future recurrence.*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Researcher*

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Principal Investigator/Supervisor*