

**Institute of Chemistry (ICChem)**

Incident Report

ICChem Teaching Building

**ICHEM INCIDENT REPORT**

<b>Type of Incident:</b> <input type="checkbox"/> ACCIDENT/INJURY <input type="checkbox"/> EXPOSURE <input type="checkbox"/> EVENT <input type="checkbox"/> CLOSE CALL <input type="checkbox"/> OBSERVATION	<b>Detailed description of the Incident:</b>
<b>Time, date and location of incident :</b>  Time:  Date:  Room/rooms :	
<b>Incident reported by:</b>  _____ Staff Date:	
<b>Incident report noted by:</b>  _____ Deputy Director for Administration Date:	
<b>To be completed only if injury or first aid was required</b>	
Type of injury sustained:  Person/persons injured:	Was the event / injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain:
Cause of injury :	
Name of hospital or physician:	
<b>Recommendations to prevent similar incident:</b>   	
<b>Notes on Incident Classification:</b> Incidents that must be reported and documented include:  <ol style="list-style-type: none"><li>1. Accident, Injury: accidents, injuries or other incidents, which resulted in any medical attention.</li><li>2. Exposure Incidents: skin, eye, mucous membrane contact with chemicals and other potentially dangerous materials that resulted in any health hazard.</li><li>3. Event: incidents which involved damage to properties due to fire, electrical, weather, earthquake or other unforeseen events.</li><li>4. Close call: near miss is an unplanned event that did not result in injury or damage, but had the potential to do so.</li><li>5. Observation: records of incidents that did not involve major or minor injury not requiring medical treatment, but had a potential for causing serious injury or damage to property.</li></ol>	