

Incident Report Instructions

Incident Reports

An incident report should be submitted for any event occurring in a Chemistry Department area that involves:

- injury or illness
- fire
- flood
- explosion or implosion
- chemical spill that requires spill kit use
- chemical exposure
- a “near miss” that might have had severe consequences

Small spills that are cleaned up easily with a paper towel or two need not be reported unless it involves a toxic substance such as mercury, carcinogens, etc.

Minor cuts and scrapes need not be reported if there is no potential for chemical exposure. Any injury that requires calling 911 or medical attention should be reported. Paid lab workers should contact the Chemistry Department office in Davidson 480 within 24 h to submit an Employer's Accident Report Form. For more information, see: <https://www.hr.vt.edu/benefits/health/workers-compensation.html>

Maintenance Requests

Submit a Facilities Maintenance Request to report and request physical repairs such as hood failures, bad lights, plumbing leaks, broken locks, etc.

Other

- Key requests: see Susan Saxe, Davidson 480.
- Other administrative contacts, see: <http://www.chem.vt.edu/general.php?page=contact>

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