Accident/Incident Report Sheet
School of Chemistry and Biochemistry

Date of Report: __________________________ Date of accident/incident: ________________

Time of accident/incident: __________________________________________________________
Location of accident/incident: ______________________________________________________
Accident victim (if any): ____________________________________________________________

Victim contact information: _________________________________________________________

Names and contact information of others involved/nearby (if any):

Person 1: ____________________________ Person: 2 ____________________________
Person 3: ____________________________

Description of accident/incident (use additional sheet if needed):
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Describe damage to equipment:
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Suggestions/actions taken to prevent a repeat accident:
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Treatment undertaken (if any): ___________________________________________________________
_______________________________________________________________________________________________

Signature of accident victim: ___________________________________________________________

Name of Research Supervisor/Advisor: _________________________________________________

Signature of Research Supervisor/Advisor: _______________________________________________

Send copies to:
1. Chair, Chemistry Safety Committee (pamela.pollet@chemistry.gatech.edu)
2. Chair, School of Chemistry and Biochemistry (mgfinn@gatech.edu)
3. Research Supervisor/Advisor