



# Department of Environmental Health & Safety

## Incident Report Form

Date: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Location: \_\_\_\_\_

Laboratory Group: \_\_\_\_\_ Phone: \_\_\_\_\_

Safety Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Person initiating the call to EHS: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of incident: \_\_\_\_\_

Brief summary of incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Response Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended Corrective/Preventive Action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EH&S Responder: \_\_\_\_\_ Date/time of Resolution: \_\_\_\_\_

Other Responder(s) if applicable: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CC: Howard University – Facility Manager/Building Coordinator

Check here if this requires further action by the Laboratory Group

Signature of person filling out this report: \_\_\_\_\_

## **Injury & Incident Reporting**

All accidents, injuries, or near-misses must be reported to your supervisor before your work shift ends on the day you are injured. All incidents/accidents are required to be reported, investigated and any required actions taken in accordance with the submission of the OSHA 300 annual report.

### **Accident/Incident Investigation**

Accidents occur when hazards escape detection during preventive measures, such as a job or process safety analysis; when hazards are not obvious; or as the result of combinations of circumstances that were difficult to foresee. A thorough accident investigation may identify previously overlooked physical, environmental, administrative, or process hazards, the need for new or more extensive safety training, or unsafe work practices.

The goal of any accident investigation should be the determination of the causal factors surrounding the incident and recommendation of corrective actions to prevent similar occurrences. Investigators should avoid any emphasis on attempting to identify someone to blame for the accident, as this threatens the credibility and effectiveness of the accident investigation process. However, this does not mean that relevant oversights, unsafe acts, or acts of omissions on the part of employees, supervisors, or others should be ignored.

While EHS has primary responsibility for investigation of most accidents or incidents occurring on campus, supervisors and managers are frequently aware of these incidents before EHS is notified and may be in the best position to gather early facts before the accident scene can be altered.

### **Medical Emergencies**

When immediate first aid is needed because of injury or illness, call 911, Public Safety from any campus phone or 202-806-1100. Officers are trained in first aid and CPR. Public Safety will arrange for transport to the Howard University Hospital for persons with severe injuries or illnesses. Persons with less serious conditions should obtain treatment by Employee Health at the Howard University Medical Services Building and/or Howard University Hospital.

### **Department of Human Resources (Risk Management/Employee Health: Medical Evaluation and Treatment**

Employees must report to the Department of Human Resources (Risk Management/Employee Health) for evaluation, treatment, consultation, and/or referral to an approved physician for all work-related injuries.

- Contact Public Safety at 202-806-1100 from any campus phone or 911 when emergency medical attention is necessary.
- Contact your medical doctor and make an appointment for individuals with less serious work-related injuries and illnesses, or for post-emergency care.

- If an individual call from home to report a work-related injury or illness, their supervisor must instruct them to contact Department of Human Resources (Risk Management/Employee Health).
- Time out of the workplace for a work-related injury or illness **must be authorized** by Department of Human Resources (Risk Management/Employee Health).
- Department of Human Resources (Risk Management/Employee Health) also provides the required return-to-work clearance for individuals who have been away from work for more than 8 days due to any injury or illness.