



## Laboratory Safety Committee

### Laboratory Accident Response and Reporting Procedure

#### **Policy**

All laboratory accidents, incidents and near misses are to be attended to immediately. Individuals who need medical care must be attended to as quickly as possible. In addition, all accidents, incidents and near misses need to be documented. The documentation is used to determine when corrective action is required.

#### **Purpose**

This document outlines the procedure for response and reporting accidents and injuries that occur in a teaching or research laboratory or art studio.

#### **Scope**

This policy applies to all parties involved in or witness to any major accident, minor accident or near miss situation.

#### **Responsibility**

1. It is the responsibility of anyone working in a laboratory or art studio affiliated with NIU, and their supervisor, to report accidents and injuries.
2. It is the supervisor's responsibility to train all participants in their research protocols to the appropriate procedures for reporting minor and major accidents and incidents.

#### **Procedure**

At the time of an accident, there is often much confusion. It may be difficult to determine if an accident is minor or major. In general, a minor accident can easily be treated with basic first aid. A major accident is one where basic first aid alone may not be enough. If you are unsure, err on the side of major accident and call 911. In addition, it is important to report all laboratory accidents, regardless of severity. What appears to be minor (a slip on the floor) can in a few days become major (back pain). It is important therefore to report and document all accidents and injuries with your supervisor, (or appropriate authority). The appropriate response and reporting in the event of a laboratory accident are as follows. A flowchart of this information is attached:

1. Major Accident
  - a. **CALL 911.** University Police and Paramedics are trained to provide first aid; many are trained in advanced medical care. They will use their expertise to determine if you need medical attention.
    - i. You are strongly advised to follow the medical advice of first responders.
    - ii. You have the option of refusing medical treatment or transport.
    - iii. If your injuries warrant further medical attention, you have the option of seeking medical treatment through the local emergency department, immediate care clinic, or your own physician.

- b. The University Police will alert Laboratory Safety to major accidents. Laboratory Safety will follow up with you regarding the accident.
  - c. Fill out the NIU Accident/ Incident Report Form, (attached).
  - d. If you are an employee of NIU (on active payroll), you are strongly encouraged to complete the workers compensation process.
    - i. Call Tristar to report the injury as soon as possible: 855-495-1554
    - ii. Contact NIU Human Resources Workers' Compensation Coordinator: 815-753-6000
    - iii. Go to the NIU website for more information and the necessary forms: [http://www.niu.edu/hrs/benefits/leaves\\_timeoff/workers\\_compensation.shtml](http://www.niu.edu/hrs/benefits/leaves_timeoff/workers_compensation.shtml)
2. Minor Accident
- a. A minor accident is something that requires only first aid. A first aid kit should be readily available to treat minor accidents. In the event of a minor accident, e.g. a bite or scratch from an animal, wash thoroughly with soap and water.
  - b. Even if the event is minor:
    - i. Notify your supervisor.
    - ii. Fill out the NIU Accident/ Incident Report Form (attached)
    - iii. Self-monitor for any unusual signs or symptoms. For example, for a cut or bite these would be fever or signs of infection (redness, swelling or heat at wound site). If any unusual signs or symptoms occur, seek medical attention.
3. Near Miss Reporting
- a. There are times when an incident does not result in an accident. These are considered near misses.
  - b. Although a near miss does not require immediate action, it is important to report these instances. Near misses are indications of potential problems which need to be investigated further.
  - c. Use the Accident/Incident Report Form
4. All accidents and near misses will be investigated by Laboratory Safety (LS), Office of Research Compliance, Integrity and Safety. If deemed necessary, the lab will be temporarily closed by LS. Laboratory Safety will then notify the Laboratory Safety Committee for further action. The **Policy for Responding to Laboratory-Related Accidents or Incidents in the Academic Environment** will be followed.

Contact NIU Laboratory Safety at [researchcompliance@niu.edu](mailto:researchcompliance@niu.edu) if you have additional questions or concerns.

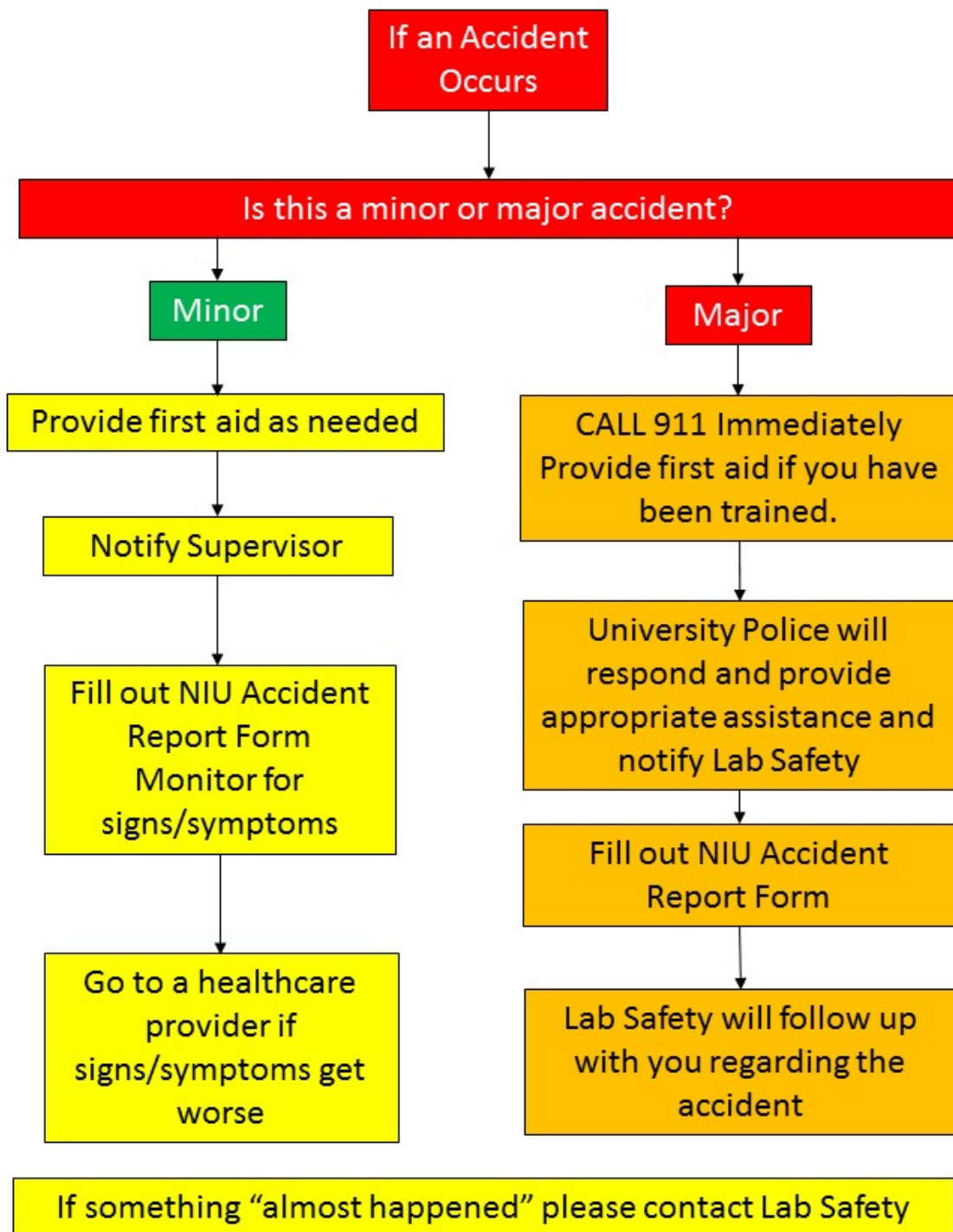
Attached:

Accident response flow chart

Accident Reporting form

Revised: 2/2017

Approved: 2/28/2017



NIU Laboratory Accident Procedure 2017

Revised: 2/2017  
Approved: 2/28/2017



# Accident / Incident Report

Department:	Date & Time
Location:	Course:
Name(s) of Injured:	Supervisor or Lab Instructor:
Nature of incident (burn, cut, chemical burn etc)	Apparent Seriousness (major or minor):

**Briefly describe what happened; please be specific:**

**Action taken:**

- First-Aid                       Injured transported to hospital  
 Other (explain):

**Your Name:**

**Lab Supervisor/Dept. Chair**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Recommendations: \_\_\_\_\_

**Office of Research Compliance/ Lab Safety**

Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
 Corrective action taken: \_\_\_\_\_