All accidents, regardless of severity, should be reported and investigated.

Key elements of an emergency procedure plan are summarized by the acronym NEAR; Notify, Evacuate, Assemble, Report.

REPORTING INJURIES

All injuries shall be reported to laboratory management and Environmental Health & Safety personnel. Minor injuries many times are not reported because they are perceived to be embarrassing or that "careless actions" lead to the accident. However, minor injuries can sometimes lead to more serious complications that only become evident at a later time. Liability and insurance matters will be handled more effectively if initial accident documentation exists. In addition, all minor accidents should be investigated by safety and management personnel. Taking corrective action as a result of a minor accident may keep a major incident from happening. Without knowledge of all minor accidents, the desirable investigation is circumvented.

Employees and students should understand that the purpose of reporting and documenting accidents is not to affix blame, but instead to determine the cause of the accident so that similar incidents may be prevented in the future.

If the accident involves overexposure to hazardous materials, an Employee Exposure Report shall also be prepared and forwarded to Environmental Health & Safety.