

Appendix E. Non-Injury Incident Reporting Form

Campus: _____ Room: _____ Time/Date: _____

I. Type of problem (to be filled out by person reporting the problem)

_____ equipment failure	_____ missing equipment/supplies
_____ lack of cleanliness	_____ electrical hazard
_____ unknown/unlabeled chemicals	_____ water leak/hazard
_____ spill	_____ ventilation hazard
_____ security problem	_____ facilities failure

II. Nature of problem (to be filled out by person reporting the problem)

Please describe the problem and its location.

Name: _____ Date: _____

Telephone: _____ E-mail: _____

III. Problem Resolution (to be filled out by person(s) resolving the problem)

Please indicate who addressed the problem and how it was handled. Indicate what follow-up measures were taken, if applicable.

Name: _____ Date: _____

fax to: Debbie Sackett (for Chemistry) at 223-2046 or Sarah Strong (for Biology) at 223-6769 or Bob Blodgett (for Physical Sciences) at 223-4641.