Incident Report

## Instructions

1. Use this form to report accidents/incidents/nearmisses. Events that mandate an incident report include areinjury, safety alarms (true or false) chemical spills,gas-leaks, accidents,arcing, damage to property, explosions, fire, events that triggered an evacuation, and unauthorized access.
2. The report can be submitted by anyone, whether students, staff, faculty, Dept. Safety Champion, or Chair. Initial reporting should be done within 24 hours of the incident.
3. The report can be sent to OLSEH at [safety.olseh@iisc.ac.in](mailto:safety.olseh@iisc.ac.in) with a copy to the Department Safety Champion.The PI can also be copied if incident happened in a lab.
4. The goal of the incident report is to prevent future events. Repeated incidents should trigger change in procedure and policies.
5. Incident reports will be kept confidential, unless mandated otherwise by law or Institute administration.
6. Incident investigations are typically completed within 7 days, subject to severity and complexity. A final report will be sent by OLSEH.

## Specifics

|  |  |  |
| --- | --- | --- |
| 1 | Name of department |  |
| 2 | Location (Lab No., Floor, Block): |  |
| 3 | Date and time |  |
| 4 | Eyewitness Name& Phone number |  |
| 5 | Incident handled by | ☐User ☐Faculty ☐Department ☐Security |
| 6 | Type of incident | ☐ Accident ☐ Near Miss ☐ Damage ☐ Injury ☐ Spill ☐ Fire ☐ Other (specify) |
| 7 | Severity of Incident | ☐ Minor ☐ Moderate ☐ Major ☐ Critical |
| 8 | Was anybody injured? | ☐Yes ☐No |
| 9 | Was medical treatment provided? | ☐ Yes ☐ No ☐ Not required |
| 10 | Any damage to equipment or infrastructure? | ☐ Yes ☐ No |
| 11 | Was the OLSEH informed? | ☐ Yes ☐ No |
| 12 | Current Status | ☐Event still active ☐Event is resolved |

### Brief Description of Event with Timeline

### Action Taken& Prevention Plan

### Root Cause (Select at least one)

|  |  |
| --- | --- |
| Submitted by |  |
| Email |  |
| Contact Number |  |