

SAFETY CONCERN AND NEAR MISS REPORT

The probability of occurrence of accidents and the severity of personnel injury and/or property losses from accidents in laboratories are determined by the presence of hazardous materials, people's interaction with such materials and their response to an unsafe environment. We can avoid serious accidents by proactively addressing safety concerns and near misses. If you are aware of a developing or existing unsafe condition, or have witnessed an incident that did not, but could have resulted in major injury or property loss, please use this form to report it.

A safety concern or near miss can be reported anonymously by withholding your identifying information*.

*YOUR INFORMATION (OPTIONAL)

| NAME | PHONE NUMBER, EMAIL ADDRESS | MAY EH&S CONTACT YOU FOR ADDITIONAL INFORMATION OR PROVIDE UPDATE ON THE STATUS OF YOUR CONCERN? YES OR NO |
|------|-----------------------------|--|
| | | |

LOCATION

| BUILDING | ROOM | SPECIFIC AREA, MATERIAL, EQUIPMENT, ETC. |
|----------|------|--|
| | | |

PERSON INVOLVED

| DEPARTMENT | NAME | PHONE NUMBER, EMAIL ADDRESS |
|------------|------|-----------------------------|
| | | |

DESCRIBE SAFETY CONCERN OR NEAR MISS

Please provide a detailed narrative of your safety concern or the near miss that you have witnessed or have been informed of. The details you provide will allow us to accurately identify and investigate the issue reported. Please remember the **What, When, Who and Where** of basic reporting.

MITIGATION ACTION IMPLEMENTED

Please describe all action implemented, if any, to correct unsafe conditions and avoid recurrence of the incident reported.

Submit this form to Environmental Health and Safety, 226 Bull St., Columbia, SC, 29208.
Please note that situations deemed immediately dangerous to life and health must be reported immediately by calling EH&S at 777-5269 and 777-9111. **For life threatening emergency, call 911.**