



EH&S EVENT REPORT FORM

Record complete answers for each item and provide completed copy to Administrator, supervisor or PI for submission to the Health and Safety Office. Signed Event Reports are to be maintained as records. For Hazardous Material Spill During Work and Nonworking Hours, Immediately Call Campus Security. For minor a spills, each lab is equipped with small spill kit to be used by training individuals.

Form with sections: Event Date, Initiator Name, Telephone, Event Time, Initiator Title, E-mail, Event Type, Event Category, Event Location, Event Summary, Immediate Action, Verification, and signature lines for Initiator, Supervisor/Admin/PI, and Safety Office.

Instructions for completing this form:

- 1) Date: Date event occurred (if accident or incident) or date of reporting nonconformity.
- 2) Time: Time event occurred (if accident or incident) or time of reporting nonconformity or.
- 3) Initiator Name: Name of individual initiating report.
- 4) Initiator Title: Lehman College title of individual initiating report.
- 5) Telephone: Main contact number of individual initiating report (Cell phone or office phone.)
- 6) Email: Lehman College email if account provided or Preferred Email.
- 7) Event Type: **Accident** - Means an accidental chemical spill or loss that resulted in injury or damage to equipment, facilities or the environment.  
**Incident (Near Miss)** - Means an event that could have resulted in a chemical spill or physical damage – though none resulted.  
**Nonconformity** - Means a lack of conformance with existing requirements as written within the Lehman College Environmental Health and Safety Policies or regulations including the CUNY Environmental Health and Safety Policies. Reference document is required to be identified.  
**Opportunity for Improvement (OFI)** - Means a suggestion to improve Lehman College Policies and the performance of the college in the areas of safety and pollution-prevention.
- 8) Event Category: Select each applicable category (at least one must be checked).
- 9) Attached Reports: **Spill Report Procedure Form**-Any Reportable Spill  
  
**Witness Statement** – Should be completed whenever witnesses to an injury are available.  
**Other** – Specify any additional reports or documents (including photos) attached to form.
- 10) Event Location: Include specific description of location where event occurred.
- 11) Event Summary: Provide factual details of event as applicable including description of any equipment, working conditions, personnel (not individual names), people (i.e. staff/faculty, contractors, etc.) and nature and extent of physical damages if any.  
  
If event does not involve physical damages, provide suitable details to fully describe the event.
- 12) Immediate Action: Provide factual details of immediate steps taken in response to the event.
- 13) Verification: Provide signatures in spaces provided for Initiator, Administrator, Supervisor and/or PI. Supervisor shall accept or reject and mark appropriate box. Accepted reports are forwarded to the Safety Manager for signature and ETS entry. All spaces must be signed.
- 14) Important References: CUNY-Lehman College Important Numbers to Know, Chemical Hygiene Plan, Hazardous Waste Management Procedure, Spill Prevention Control and Countermeasure (SPCC), CUNY Environmental Management System