

## ***Laboratory Injury & Medical Incident Procedures*** **For all MSE Department Facilities (Offices and Laboratories)**

- In the event of any injury, or any other medical incident, that poses an immediate danger to the health of any individual(s) involved, emergency responders should be notified immediately by calling 911 and the MSE Safety Officer.

A telephone is located in Room 122 Holden Hall and in Room 148 Randolph Hall on the wall by the door in case a personal telephone is unavailable.

- If any chemical substances were involved in an incident requiring an emergency response, the emergency responders should be provided access to the Materials Safety Data Sheet [MSDS] documentation on the chemicals involved.

MSDS binders are located in each MSE laboratory facility. This information can be critical in providing medical professionals the information they require to respond and treat the incident properly.

- Any injury or medical incident requiring emergency response must be documented by an incident report to be completed by the PI responsible for the laboratory within 24 hours following the accident, in cooperation with the MSE Safety Officer.

Accident report forms (for university employees) and detailed information pertaining to reporting work-related injuries can be found at <http://www.hr.vt.edu/benefits/workerscomp/index.html>.

A student injury report form is available at:

<http://www.mse.vt.edu/Undergraduate/CurriculumOverview/MSETeachingLaboratories/tabid/360/Default.aspx>, under "Student Injury or Exposure Report Form.docx".

- In the event of a minor injury, or other medical incident, that is not immediately dangerous but which requires first aid attention (for example, bandages or other supplies from the first aid kits available in each MSE laboratory, or other medicines), the individual(s) involved should be referred to the university's Shiffert Health Center (540-231-6444) for follow up examination. An incident report must be completed by the PI responsible for the laboratory within 24 hours following the accident, in cooperation with the MSE Safety Officer.