

**INTERNAL POLICY AND PROCEDURE**

**TITLE:** Science Laboratory Student Incident/Accident Reporting

**EFFECTIVE DATE:** November 15, 2018

**CANCELLATION:** none

**DIVISION:** Academic Affairs

**CATEGORY:** Laboratories

**RESPONSIBLE DEPARTMENT:** Division of Science and Mathematics

1. **Purpose**

To publish procedures for reporting accidents/incidents occurring with science laboratory courses.

2. **Scope and Authority**

This policy applies to students, faculty, and staff involved in science laboratory courses.

3. **General Guidelines**

- A. In accordance with the College's [Work Environment Safety Program policy](#), Delgado Community College is committed to maintaining a safe environment for employees, students, and persons using College facilities and to ensuring all accidents/incidents are investigated and reported in accordance with established safety policies and regulations.
- B. Faculty, students, and staff are expected to utilize laboratories in accordance with accepted environmental safety practice and observe established safety rules and regulations. Faculty (lab instructors) must ensure classroom and laboratory work environment safety requirements are strictly followed by students.
- C. Any accident/incident occurring in science laboratories must be addressed through the College's [Accident/Incident Reporting Route](#) to ensure compliance with Louisiana Office of Risk Management requirements. Faculty (lab instructors) teaching laboratory courses in which an accident/incident occurs that results in potential or actual student injury are responsible for following the steps outlined in the [Accident/Incident Reporting Route](#).

- D. Additionally, the Science and Mathematics Division requires a record of the incident/accident on the [Science and Mathematics Division Laboratory Student Accident/Incident Report Form \(Form AA-001/01\)](#). The faculty member (lab instructor) must ensure the form is completed by those involved in the incident/accident and submitted to the Department Chair.
- E. The Department Chair ensures that copies of the form are submitted to the Division Dean and the College's Safety and Risk Manager. This is to ensure that a safety analysis is conducted within the respective academic department to initiate corrective action.

*Attachments:*

[Accident/Incident Reporting Route](#)

[Science and Mathematics Division Laboratory Student Accident/Incident Report Form \(Form AA-001/01\)](#)

*Policy Reference:*

Delgado Policy and Procedures Memorandum, [Work Environment Safety Program](#)

*Review Process:*

Ad Hoc Committee on Science Lab Accident/Incident Reporting Policy 10/19/18  
Dean, Science and Mathematics 11/5/18

*Approval:*

Vice Chancellor for Academic Affairs 11/15/18