

Close-call Report Form

Department of Biology

Utah State University

Note: Please use this form **only** for non-injury related incidents. For reporting incidents involving injury, please file the Department and University incident report forms (http://www.biology.usu.edu/safety/biology_dept_safety_resources)

Note: Please complete both Part A and Part B.

Part A.

The information in Part A will not be made publicly available. It will only be accessed by the laboratory supervisor whose lab is involved in the close-call, the chair of department safety committee, the department head, and, if necessary, university personnel from EH&S and/or Risk Assessment.

1. Name(s) of Person Involved	2. Title(s)/Position(s)
3. Name and Title/Position of Person Completing the Form	4. Contact Information (phone or email for person in Box 3)
5. Name of Laboratory Supervisor	

Part B.

1. Date and Time of Close-Call	2. Close-Call Location	
Date: Time:		
3. Close-Call Description		
4. Potential Severity Example: High = may cause fatality, permanent disability, high dollar loss Medium = may cause temporary disability, some dollar loss Low = may cause minor or no injury, no lost dollar		
High	Medium	Low
5. Corrective Actions (at the time of close-call and after close-call)		
6. Miscellaneous Information		