What to do if Laboratory Accident or Chemical Exposure Occurs *

**Laboratory Employee**

- Emergency Medical Treatment Required
  - If possible, get help from colleague or supervisor
    - Call 911 or go to hospital emergency room (for chemical exposure, bring MSDS)
  - Notify Supervisor
    - Supervisor must immediately contact AmeriSys at 800-455-2079 with employee present if possible
      - AmeriSys will complete the “First Report of Injury or Illness” and authorize medical treatment
        - Supervisor or department representative and employee must complete and submit an “Accident Investigation Report” to Environmental Health & Safety within 48 hours

**Student**

- Emergency Medical Treatment Required
  - If possible, get help from colleague or supervisor
    - Call 911 or seek emergency medical care (for chemical exposure, bring MSDS)
  - Notify Supervisor
    - Call 911 or seek emergency medical care (for chemical exposure, bring MSDS)
  - Seek Medical Care (Use student insurance)
    - After Treatment
      - Supervisor or department representative and student must complete and submit an “Incident Report” to Environmental Health & Safety within 48 hours

Injury Report Forms can be found at: http://www.safety.fsu.edu/forms.html

- Form EHS 11-1: First Report of Injury or Illness
- Form EHS 11-2: Accident Investigation Report
- Form EHS 2-6: Incident Report

Submit form to: FSU Environmental Health & Safety
Milton Carothers Hall Room 1200
MC 4481

Or call: 644-6895 for information and guidance

*A employee that sustains a lab injury or illness that doesn’t require medical treatment must notify his/her supervisor – supervisor or department representative must submit a “First Report of Injury or Illness” and “Accident Investigation Report” to EH&S within 48 hours

*A student that sustains a lab injury or illness that doesn’t require medical treatment must notify his/her supervisor – supervisor or department representative must submit an “Incident Report” to EH&S within 48 hours