

Georgia Gwinnett College **ACCIDENT AND SPILL REPORTING PROCEDURE**

The purpose of this procedure is to provide instructions to Faculty and Staff regarding reporting of all accidents, spills, and incidents.

REPORTING OF ALL ACCIDENTS

- A. **MINOR ACCIDENTS:** Examples of minor accidents are small cuts or scraps that can be treated with first aid. Faculty and staff should inform students to report all such accidents to the faculty. Faculty must report all accidents, no matter how minor, to the Environmental Health and Safety Officer (EHSO) as soon as possible using the appropriate form and emailing to: jwhelan@ggc.usg.edu. The email should include where and when the accident happened. Identify the root cause of the accident and what actions were taken to administer first aid to the victim.
- B. **MAJOR ACCIDENTS:** Examples of major accidents are chemical splash to the eyes, chemical splash to other parts of the body that cause burns or irritation, cuts that may require medical attention, slips on any surface resulting in a fall, and chemical exposure. If the victim needs medical attention and is conscious, Gwinnett Medical Center is the nearest facility. Call public safety, extension 5333, to arrange transportation. If the victim is unconscious, then dial 911 immediately for assistance. Contact the EHSO immediately at 678-994-9808 and/or the Associate Dean at 678-215-8543 to report the accident. These individuals will notify the appropriate people in the chain of command. A written report must be completed by faculty and submitted to the EHSO within 24 hours of the accident.

Emergency Phone Numbers: 911

Georgia Gwinnett College Public Safety: 5333

Gwinnett Medical Center: 678-442-3000

EHSO: 678-994-9808

Associate Dean, Dr. Dave Pursell: 678-215-8543

SPILL REPORTING AND ACTION PROCEDURE

- A. **MINOR SPILLS:** Minor spill is any chemical or biological less than 2 liters quantity. Use the appropriate clean up method for the material spilled. The clean up methods are listed below:

Acid or Base spill – use the neutralizer located in the lab for Acid and Base spills. Sweep up the neutralizer material with small broom and dust pan.

Place the material in the red non-hazardous solid waste container.

Solvent or Organic Spill – use absorbent pads located in the lab to absorb the spill. Place the contaminated absorbent pads in a plastic bag. Contact the EHSO for disposal.

Report the spill as soon as possible by email to the EHSO at jwhelan@ggc.usg.edu. The report should contain a detail of what happened, where the spill occurred, what spilled and how was it cleaned up.

B: **MAJOR SPILLS:** The definition of a major spill is any chemical or biological over 2 liter quantity. If there is a major spill in the labs, contact EHSO to assess and clean up the spill. If the EHSO is not available, contact the Associate Dean for assistance. A written report will be completed by faculty within 24 hours of the spill. The root cause will be investigated and corrective action applied.

Emergency Phone numbers:

EHSO: 678-994-9808

Associate Dean: 678-407-5721

INCIDENT REPORTING

Definition of an Incident: Any event out of the ordinary such as damage to property or theft. All incidents should be reported when discovered to the EHSO and the Associate Dean by phone. The EHSO and the Associate Dean will make the appropriate Chain of Command actions.