

# School Laboratory Accident Documentation Sheet

## General Information

Date

Time

Location (Laboratory/Room)

Reported By (Name)

Role (Teacher/Student/Other)

## Person(s) Involved

Name(s)

List Any Injuries

## Accident Description

Describe What Happened

Possible Cause(s)

## Immediate Actions Taken

Actions and By Whom

## Witnesses

Name(s) and Contact Information

**Follow-up / Recommendations**

Further Action(s) Required / Recommendations