**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 SDS)
  - 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

- **Non-Emergency Medical Treatment Required**
  - Notify Supervisor

**Student**

- **Emergency Medical Treatment Required**
  - If possible, get help from colleague or supervisor
  - Call 911 or seek emergency medical care (for chemical exposure, bring SDS)

- **Non-Emergency Medical Treatment Required**
  - Notify Supervisor
  - Seek Medical Care (Use student insurance)

**What to do if Laboratory Accident or Chemical Exposure Occurs**

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

- **Submit forms to**
  - FSU Environmental Health & Safety
  - Milton Carothers Hall Room 1200
  - MC 4481
  - Or call: 644-6895 for information and guidance

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*An **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.*

*Updated 08/2014*