

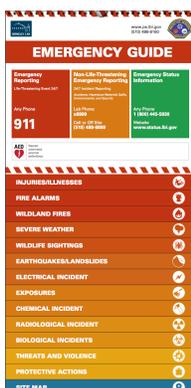
What is a Workplace Incident?

And, what should you do?

Message from Mike Wisherop, March 2016

Ever experience food left too long in the toaster oven; it smoked out the entire floor and the fire department was called? Or when a water puddle on the floor caused someone to slip and fall?

You, or someone you know (maybe or your colleagues?), probably have experienced a workplace incident. Examples include, injuries, equipment damage, fires, explosions, alarms and near misses. At Berkeley Lab workplace incidents are taken seriously and always need to be reported. Reporting even minor incidents and near misses will lead to valuable lessons learned which can help prevent similar, or even worse incidents from happening in the future.



When an incident occurs in your work area, the first thing to do is make sure you are safe. You should only assist others or mitigate hazards (shut off equipment, etc.) if you can do so safely. For any fire/explosion or serious injury/illness contact 911 immediately. Only use a fire extinguisher if you are qualified and comfortable doing so. The **Emergency Guide** wall chart can assist in determining what steps to take for each type of situation.

Finally, leave and secure the incident scene as it is (**do not alter it**), and notify me and/or your EH&S technician as soon as possible after ANY incident, no matter how serious or slight. Phone numbers are on laboratory and technical area door signs.

Check and make sure the Emergency Guides and door signs posted in your area are up to date. New Emergency Guides will be distributed in April.

Thank you,

Mike Wisherop
MPWisherop@lbl.gov
 510.486.7407

