Annex 5   
Report sheet for laboratory incidents

**The form is to be completed in the event of laboratory incidents such as major spillages (not involving injuries) or in the event of accidents (involving injuries). Because work is carried out with infectious organisms, the report sheet must also be submitted following an (apparently) minor injury!**

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| --- | --- |
| Laboratory / Department |  |
| Surname, first name of  the person affected |  |
| Date of birth |  |
| Date, time |  |
| Details of the organism or test sample (No. etc.) |  |
|  |  |
| Sequence of events |  |
| – not involving injury |  |
| – involving injury |  |
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|  |
| (Initial) action |  |
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| --- | --- |
| For the attention of: *(to be undertaken by the person making out the form)* | a) Biosafety Officers (BSO) |
| b) **Institute director or company management or line manager** |

|  |  |
| --- | --- |
| Compiled / authorized |  |
| Date |  |