

# COLLEGE of CHARLESTON

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## ENVIRONMENTAL HEALTH AND SAFETY

### **NOTIFICATION GUIDANCE AND REQUEST**

In an effort to improve the loss control and risk management efforts of the College, the following list should be used to determine whether to make immediate notification of the Office of Environmental Health and Safety:

1. Non-vehicular accident or incident involving faculty, staff, students, or visitors where injury occurs (regardless of treatment or transportation) at any facility owned and/or operated by the College of Charleston.
2. Accidents/incidents involving vendors, contractors, or construction sites, regardless of injury or property damage.
3. Property damage accidents/incidents where the safety or liability conditions have changed the risk acceptability, i.e. car hits wall in parking lot, wall now looks unsafe and could fall.
4. Any accident or injury that occurs as a result of the participation in an event sponsored by a student, faculty, staff organization or club. Any accident or injury that occurs as a result of the participation in an event hosted or sponsored by an outside organization utilizing any College of Charleston facility.
5. Any incident involving a research, chemical, biological, or marine biological lab or project, regardless of location.
6. Any alleged exposure to chemicals, biohazards, products, environments, buildings, processes, or activities by any faculty, staff, visitor, or student.

**DO NOT DELAY** getting emergency response for an incident to make this notification! Get medical care, fire protection, security response first by calling 3-5611!

**EHS Notification: 3-6802 or 3-1029**