

LAB INCIDENT RESPONSE PROCEDURE

Exposure to Chemical Hazards or Physical Harm

WHAT TO DO IN THE EVENT OF A CHEMICAL EXPOSURE

For chemicals COMPATIBLE WITH WATER

1. **Flush the exposed area with water:** flush eyes, nose, or mouth for 15 minutes. Bandage area if needed to control bleeding.
2. **Notify your supervisor if he or she is available.** If you can let someone responsible know what has occurred and where you will be.
3. **Print and take an “Authorization to Invoice MSU” form with you.**
Available at www.hr.msu.edu
4. **Report to Lansing Urgent Care** (Frando location is open 24 hrs).
5. **Follow-up by completing the “Report of Claimed Occupational Injury or Illness”** form with your supervisor. Available at www.hr.msu.edu.

For chemicals **NOT COMPATIBLE WITH WATER:** refer to your SOP or call EHS at 517-355-0153.

WHAT TO DO IN THE EVENT OF PHYSICAL HARM (slip and fall, cut, burn, etc):

1. **Notify your supervisor if he or she is available.** If you can, let someone responsible know what has occurred and where you will be.
2. **Print and take an “Authorization to Invoice MSU” form with you.**
Available at www.hr.msu.edu
3. **Report to Lansing Urgent Care** (Frando location is open 24 hrs).
4. **Follow-up by completing the “Report of Claimed Occupational Injury or Illness”** form with your supervisor. Available at www.hr.msu.edu.

For further information, please see <https://ehs.msu.edu/incident-injury.html>.