**AIHA Laboratory Health & Safety Committee**

**Lessons-Learned Incident Reporting Process**

Our Committee website features a compendium of various reports on health and safety incidents in laboratories. The reports were obtained from an archived AIHA server and written from a “lessons-learned” perspective providing readers with leading information to help identify and prevent reoccurrence of similar incidents in their organizations. In the past, interestingly, the Lab Incident Reports is among the most frequently visited sites within the AIHA web page.

In view of the interest and value-added service to the membership, here is our process for creating and posting Lessons-Learned Incident reports:

1. Each full committee member is expected to prepare and submit at least one lesson learn report each calendar year. Corresponding members are also encouraged to submit incident reports to demonstrate their commitment to becoming full members.

2. The report should be about an incident where you have familiarity, and whenever practical, the subject should be in your area of practice and expertise.

3. The reports should contain the following elements:

* Title
* Date of incident
* Category: Animal, Asphyxiation, Autoclave, etc.
* Key learnings
* Effects of incident
* Description
* Causation
* Corrective actions to prevent reoccurrence
* Attachments: Photos, charts, etc.

4. The reports should not reveal where the incident occurred, the name of the organization, nor the individuals involved in the incident.

5. Incident reports should be submitted to one of the current committee administrators. The list of current community administrators can be found on the catalyst page.

6. Committee administrator will edit the reports, solicit reviews from other Committee members if needed, and return the document to the submitter for final review before posting on our website.

7. Committee administrator will forward the reports in monthly batches to AIHA Headquarters (Janice Allen ) for posting on our website.