

# Safety Report Writing for Students

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## Title Page

**Report Title:** High School Science Lab Chemical Spill

**Date:** February 25, 2025

**Location:** Springfield High School, Science Lab

**Prepared By:** Emily White, Science Teacher

## Executive Summary

This report investigates a chemical spill that occurred during a routine experiment in the high school science lab. It examines the circumstances leading to the spill, the immediate response, and offers recommendations to prevent similar incidents.

## Introduction

The objective of this safety report is to provide a detailed examination of the chemical spill incident that took place in the Springfield High School science lab. The report aims to identify the causes of the spill, assess the response actions taken, and suggest improvements to laboratory safety protocols.

## Incident Details

- **Date and Time:** February 25, 2025, at 1:15 PM
- **Location:** Science Lab, Room 108, Springfield High School
- **Involved Parties:** Class of 25 students, supervised by Emily White, Science Teacher

## Incident Description

During a routine experiment involving sodium bicarbonate and acetic acid, a student accidentally knocked over a 500 ml beaker containing the mixture. The spill resulted in minor injuries and disruption of the class.

### **Cause Analysis**

The spill was primarily caused by overcrowding around the lab bench, which did not provide adequate space for all students to participate safely. Additionally, the lab bench layout contributed to the unsafe handling of chemicals.

### **Impact Assessment**

The chemical spill caused minor skin irritations to three students who came into direct contact with the spilled solution. The incident disrupted class activities and highlighted the need for improved safety measures in the lab environment.

### **Recommendations**

1. Restructure lab sessions to ensure smaller groups, allowing for better supervision and safer handling of materials.
2. Redesign the lab layout to provide more space at each bench and clear access to emergency equipment.
3. Implement mandatory safety orientations at the beginning of each semester, emphasizing the proper handling of chemicals and emergency procedures.

### **Appendices**

Appendix A: Diagram of the lab setup at the time of the incident

Appendix B: First aid response logs

Appendix C: Safety training records of the involved parties

### **Approval**

**Signature:**

**Name:** Dr. John Rivera, Principal

**Date:** February 27, 2025