

*This form may be used to summarize information for your Safety Committee's Annual Report and may be submitted to Robin Elliott at the Department of Occupational Health and Safety. If additional explanation is needed, please contact Robin Elliott at extension 8475 or by email at RElliott@udel.edu.*

**ANNUAL REPORT FORM**

**Department:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Committee Members:** \_\_\_\_\_  
\_\_\_\_\_

**Meeting Dates for Reporting Fiscal Year:**

1) _____	/	/	/
2) _____	/	/	/
3) _____	/	/	/
4) _____	/	/	/

Other: \_\_\_\_\_

**Meeting Dates for Next Fiscal Year:**

1) _____	/	/	/
2) _____	/	/	/
3) _____	/	/	/
4) _____	/	/	/

Other: \_\_\_\_\_

**Accident Report Summary:**

Number of Accidents: \_\_\_\_\_

Number of Accident Investigations: \_\_\_\_\_

Specific Actions Taken to Prevent Accidents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Facility/Laboratory Inspections:**

Frequency Inspections were Completed: \_\_\_\_\_

- How were Inspections Performed?:
- Self-Inspection
  - Peer Inspection
  - DOHS Inspection

**Emergency Response Training:**

Number of Fire Drills Conducted: \_\_\_\_\_

Other Emergency Training Performed:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**Safety Training:** List Types of Safety Training Conducted.

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**Activities Performed by the Chemical Hygiene Officer:**

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**Departmental Safety Policies Created:**

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**Summarize Progress on Completing Job Hazard Analysis:**

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**Safety Promotion:** List Any Activities Performed in this Area.

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**Special Projects/Concerns:**

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