PhonInter Lab | VIZJA University

Incident Report Form

Laboratory of Phonetics and Oral Interpretation

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This edition applies from publication. University-wide rules and competent university decisions take precedence.

Instructions

In an emergency call 112 first. Report urgent safety or data issues immediately to responsible university staff and the Head. Complete this form promptly after immediate action, normally within 24 hours where practicable. Submit through an authorised university channel to y.kapranov@vizja.pl or as directed. A completed form is confidential and must not be uploaded to the public website. Record facts and necessary contact details only; do not include diagnoses, passwords or unrelated sensitive data.

1 report details

Field	Information
Reported by and university email	
Role or course	
Date and time of incident	
Location and workstation	

2 incident type

☐ Injury or medical emergency ☐ Near miss ☐ Safety hazard
☐ Equipment fault ☐ Property damage ☐ Access issue
☐ Data or privacy incident ☐ Other _____

3 what happened

Describe the sequence, activity, observed effects and evidence. Separate observations from assumptions.

_____
_____
_____

4 immediate action

☐ Emergency services ☐ Security or responsible staff ☐ Head notified
☐ Equipment use stopped ☐ Area secured ☐ Data evidence preserved

_____
_____

5 necessary follow up details

Item	Information if applicable
People involved or witnesses	
Equipment and asset reference	
Data or systems affected and extent known	
First aid or emergency service action	

Where information is unknown, state unknown. Health or detailed participant information requiring special handling must be provided through the designated restricted university process, not a public attachment.

6 corrective actions

Action	Responsible person	Deadline and status

7 review and signatures

Role	Name signature and date
Reported by	
Head or authorised reviewer	

Reviewer: record escalation to the university safety, technical or data protection process where required. This form does not replace statutory notifications or university accident documentation.