

# San Francisco State University

## Employee / Student Hazard Report

Employees/students will complete the top portion and provide it to their supervisor, instructor, manager, Dean, or Director or submit it to the Environmental Health and Safety Department

<b>Employee/Student Hazard Information</b>	<b>1. Date of Hazard/Concern Report</b>	<b>2. Location of Hazard</b>
	<b>3. Employee/Student Name: (Optional)</b>	<b>4. Name of Person/Department Hazard Report Submitted to:</b>
	<b>5. Describe the Hazard or Concern:</b>	
<b>6. Corrective Action Recommendation:</b>		
<b>Supervisor's Use Only</b>	<b>For Supervisor Use</b>	
	<b>7. Review the employee/student hazard reporting procedure to obtain applicable timelines and complete this form. Investigate and analyze the reported hazard. Review your conclusions with your manager, Dean, Managing Director, or Environmental Health and Safety Department. Record your analysis and response below. Use additional sheets if necessary.</b>	
	<b>8. Manager's Name:</b>	<b>9. Date Reviewed with the Manager:</b>
	<b>10. Dean's/Managing Director's Name</b>	<b>11. Date Reviewed with the Dean/Managing Director:</b>
<b>12. Responding Person:</b>	<b>13. Date Response Posted or Delivered to Employee/Student:</b>	