Instructions: Employees and students may complete this form and submit it to Environment, Health, and Safety (EH&S) anonymously. However, including your name and contact information will help with the assessment and evaluation of the issue you are reporting. This is a fill-in form you can email, but you may print it, fill it out and send it to ADM 260, EH&S Office.

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| **Employee/Student Hazard Information** | **1. Date of Report** | **2. Location of Hazard/Concern** |
|  |  |
| **3. Employee/Student Name** *(Optional)* | **4. Contact Information for Reporter** *(Optional)* |
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| **5. Describe the Hazard or Concern** | |
|  | |
| **6. Your Suggestion for Corrective Action** | |
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|  | | |
| **EH&S Report Follow-up** | **7. Date Received by EH&S** | **8. Name of Person Receiving Report** |
|  |  |
| **9. Name of EH&S Staff or Dept Investigating** | **10. Contact Information for Investigator** |
|  |  |
| **11. Describe the status and follow-up of the hazard or unsafe condition reported** | |
|  | |
| **12. Corrective Action Recommendations** | |
|  | |
| **13. Who will take corrective action?** | **14. When is correction completed?** |
|  |  |
| **14. What corrective actions were implemented?** (Add additional sheets if needed) | |
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