

# Report a Hazardous or Unsafe Condition

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