

APPENDIX G - UNSAFE CONDITIONS REPORT FORM



Unsafe Conditions Report Form

To be completed by site employee

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to report immediate and dangerous working conditions.
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate paper and attach.

The employee shall give a copy of this form to his/her immediate supervisor

To: _____
(Supervisor) (Department) (Date)

From: _____
(Employee name) (Employee signature)

School/Site of unsafe condition: _____

School/Site Administrator of unsafe condition: _____

Location of unsafe condition:

Cause of unsafe condition:

What should be done to correct the condition?

Immediate and Dangerous Working Conditions

This form **should not** be used to report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee shall notify his/her supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.