



## SAFETY/HEALTH HAZARD REPORT FORM

### PROCEDURES FOR PROCESSING

1. Management shall make available to employees in all work locations the standard Safety/Health Hazard Report form which may be filed by any employee to the Health and Safety Committee. **The Committee recommends that the employee share the report with his/her supervisor.**
2. The employee shall complete the top portion of the form and describe the hazardous or health/safety concern as fully as possible. The employee retains the last copy.
3. The employee shall place the form in the locked box located in the library. If it is a concern that the employee believes requires immediate attention, the employee shall notify a Health and Safety Committee member. The member will then call an emergency Health and Safety Committee meeting.
4. The Health and Safety Committee shall state on the form the nature of the recommended corrective action to be taken. This recommendation will be forwarded to the appropriate department, supervisor/dean, or committee. If no action is deemed necessary, the committee shall so state, providing as much explanation as possible. A copy of the completed form will be forwarded to the originator if known.