**Augustana College**

**Office of Environmental Health and Safety**

**Hazard Reporting Form**

Augustana College is responsible for maintaining a safe work environment. A safe work environment is one free from accidents, injuries and work related illnesses. All Augustana College employees should work together in order to maintain a safe environment for all employees, students and visitors.

Augustana College employees and faculty are encouraged to use this form to report safety issues to the Environmental Health & Safety (EHS) manager. The EHS manager along with the Safety Committee will investigate the issue/hazard and determine the actions to be taken. This form can be submitted anonymously. This form is to report safety issues which do not require immediate action. When in doubt contact the Facilities Office at 794-7278.

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| **Hazard Reporting Form** |
| Date : | Time: |
| Name (optional): |
| Department (optional): |
| Phone and/or Email (optional): |
| Location: |
| Describe Hazard, Work Condition or Work Practice: |
|
|
|
| How long has this hazard existed? |
| \_\_ <1wk \_\_<1month \_\_>1month \_\_>3months |
| Has this Hazard been reported to your supervisor? |
| \_\_Yes \_\_No \_\_N/A |
| Do you wish to be notified of action taken? |
| \_\_Yes \_\_No (If yes, make sure to fill out the contact information.) |

**Send completed form to the EHS Manager, Sorensen Hall, Room 146.**

EHS Use Only:

Corrective Action Taken:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_