



# Report an Environmental or Safety Concern

**Instructions:** Use this form to report an environmental problem, an unsafe workplace condition or practice, or provide a safety suggestion. Please note that this form is not to be used to report emergencies or imminent danger. Thank you for your report!

## 1. Information Regarding Concern

<b>Name of Person(s) Affected:</b>	
<b>Date and Time:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Location of the Concern:</b> (School building, room & other useful information)	
<b>Type of Concern:</b>	
<b>Length of Problem:</b>	
<b>Any illnesses claimed:</b>	

**Please write a detailed description of the environmental or safety concern:**

**What changes do you recommend to correct the condition?**

**Have you informed your supervisor?**    Yes                       No

## 2. Your information (Optional)

**Would you like someone from EHS Office to contact you?** If yes, you must provide your information.    Yes   
No

<b>Name:</b>	
<b>Department/Site:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**EMPLOYEE NOTICE:** Employees are advised that it would be illegal for an employer to take any action against an employee in reprisal for a communication involving safety.