

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT

SAFETY REPORT

NOTE TO THE USER: The purpose of this report is to facilitate the reporting of hazards and correct them. This form will be circulated to those persons who have authority and responsibility for safely within the District. Your suggestions and recommendations are valued and appreciated!

DATE: _____ **SUBMITTED**

BY: _____

(optional)

CONCERN OR HAZARD:

LOCATION: (Be as specific as possible)

SUGGESTED REMEDY:

REPORTED BY: _____

((optional))

Send to Risk Manager, District Plant Services

FOR PLANT SERVICES USE: (Send copy of action plan to originator if name included)

DATE RECEIVED:

FINDINGS:

ACTION: Work Order

Plant Services:

Other _____