



# HEALTH AND SAFETY WORKPLACE HAZARD REPORT

*Please use this form to bring your health and safety concerns to the attention of your Principal*

<b>Date</b>		<b>Employee</b>
<b>School</b>		<b>Room/Other Location</b>

**To be completed by the Employee:**

<b>CHECK the appropriate hazard concern</b> <i>Please use a separate form for each hazard.</i>	<b>Briefly describe the hazard</b>
Asbestos	
Biological (Example: mould)	
Chemical	
Electrical	
Environmental (indoor air quality, ventilation)	
Explosion	
Fire	
Ladders and Scaffolding	
Physical (noise, vibration, temperature, radiation)	
Safety Lockout / Confined Space	
Slips and Falls	
Tools / Equipment / Machine Guarding	
Workplace Violence	
Workstation Design (ergonomics)	
OTHER (Specify)	

**To be completed by the Principal:**

<b>Follow Up</b>	
<b>SAP #</b>	<b>Called in on (date)</b>
<b>If SAP # is required – please indicate</b>	

<b>INSTRUCTIONS</b>	
<b>For the Employee</b>	<b>For the Principal</b>
1. Use a different form for each hazard to be described	1. Receive the form
2. Fill in the form with a brief description of the hazard	2. Complete the follow up section
3. Make two photocopies of the form	3. File the form in the Health and Safety Binder
4. Give one copy to the principal. Keep one for yourself	

Original – Principal



Copy – Health and Safety Binder (In the Main Office)



Copy – Employee

**(Revised October 2010)**