

USDA ARS Corvallis
EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITION

An “unsafe working condition” is a condition that is present in the work-place and has the potential of causing injury and/or property damage

You have the right to report any unsafe working condition and your employer (ARS) is obligated to take corrective actions or, if management disagrees with your concern, provide you with a written statement justifying their position.

How you report the unsafe working condition is entirely up to you. A report can be filed by telephone, e-mail, mail, or face to face. It can be made anonymously if desired (however, in doing so you waive the right to a written response because it would be impossible to determine the recipient).

This form is provided to assist employees and is not intended to constitute the only method by which an employee may submit a report of unsafe or unhealthful working conditions.

		Date:
Research Unit:	Mail Stop:	Telephone Number:
Hazard Reported By:		Title:
Hazard Location:		
Description of Hazard (Briefly describe the hazard which may exist including the approximate number of employees exposed to or threatened by such hazard):		
Has the supervisor been informed of the described hazard?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Corrective Action Taken:		
Person Correcting Hazard:		Date:
<i>For Official Use Only: To be completed by Location Occupational Safety and Health Specialist:</i> Status of Hazard? <u>Developed</u> Abatement Plan with Interim Steps		

Route to Location Administrative Office (Ms. Rebecca Sloop)