

Hazard Alert Form

Instructions: This form is to be used by district employees to report potential hazards or unsafe conditions.

Person reporting: _____
Name

Department _____ Extension _____

Date of report: _____

Location of Hazard: _____
School Site/Department/Other

Description of Unsafe Condition or Hazard (attach pictures if available):

Description of Incident:

Recommendations to Correct the Condition or Hazard:

Follow-up:

