

# Safety Report Form

## Sonoma County Junior College District

*Please use this form to make a safety suggestion or report an unsafe condition or practice.  
Reports may be made anonymously by anyone without fear of reprisal.*

### Hazard Location:

Building Name \_\_\_\_\_ Room Number and Description \_\_\_\_\_  
Department \_\_\_\_\_ Other \_\_\_\_\_

Today's Date \_\_\_\_\_

**Describe unsafe condition or practice** (Include as many details as possible.

If outside on the grounds, you can draw a diagram on the back.) \_\_\_\_\_

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**Causes or contributing factors** \_\_\_\_\_

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**Other Comments** \_\_\_\_\_

**Your suggestion for improving the situation described above** \_\_\_\_\_

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**Has this matter been reported to the supervisor in the hazard area?** Yes  No

**Has this matter been reported to Facilities Operations (527-4231)?** Yes  No

**Has a service request been submitted to Facilities Operations?** Yes  No

**Optional Information:** If you include your name, we will update you on action taken, but it is not required.

Your Name (Optional) \_\_\_\_\_

Your Department (Optional) \_\_\_\_\_ Extension \_\_\_\_\_

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take action against an employee in reprisal for exercising rights to participate in communications involving safety. The District will investigate any hazard report or safety question from employees as required by the Injury and Illness Prevention Program Standard (Title 8, California Code of Regulations §3203). Students and District visitors may also report unsafe conditions or practices without fear of reprisal.

**Return to Environmental Health & Safety or place in Bailey Hall  
Environmental Health and Safety Mail Box.**