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.)_________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Causes or contributing factors________________________________________________________

________________________________________________________________________________________

Other Comments________________________________________________________

________________________________________________________________________________________

Your suggestion for improving the situation described above________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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.