



Health and Safety Report

Employee Name (optional): _____ Date: _____

Department/Building Location: _____ Phone: _____

Submitted by: _____ Title: _____ Phone: _____
(optional)

This form should be used if your concern needs to be addressed by the Health & Safety Committee. Only those issues that have not been satisfactorily resolved through your immediate supervisor should be submitted to the Committee via this form. A specific description of the issue/concern and your observations can help to resolve the problem as quickly as possible. Please use the space below to describe the nature of the concern, the location and any potential causes.

Supervisor contacted? Y N If so, when _____

Date Employee first became aware of concern: _____
(date)

Steps taken to resolve concern:

Other staff involved with or affected by concern (please list):

Other staff involved with or affected by solution (please list):

We may need to contact you to discuss this issue. What is the best time to reach you? _____

So that we can respond promptly, please return this from to:

Kenneth Waldby, Coordinator of Health, Safety & Risk Management
Thompson Road Campus, Operations and Maintenance Building
Phone (315) 431-8591 • FAX (315) 433-2633

Health & Safety Committee Response

Date received: _____

Action taken:

Rev 03/11/2020

