



HEALTH AND SAFETY WORKPLACE HAZARD REPORT

Please use this form to bring your health and safety concerns to the attention of your Principal

Date		Employee
School		Room/Other Location

To be completed by the Employee:

CHECK the appropriate hazard concern <i>Please use a separate form for each hazard.</i>	Briefly describe the hazard
Asbestos	
Biological (Example: mould)	
Chemical	
Electrical	
Environmental (indoor air quality, ventilation)	
Explosion	
Fire	
Ladders and Scaffolding	
Physical (noise, vibration, temperature, radiation)	
Safety Lockout / Confined Space	
Slips and Falls	
Tools / Equipment / Machine Guarding	
Workplace Violence	
Workstation Design (ergonomics)	
OTHER (Specify)	

To be completed by the Principal:

Follow Up	
SAP #	Called in on (date)
If SAP # is required – please indicate	

INSTRUCTIONS	
For the Employee	For the Principal
<i>1. Use a different form for each hazard to be described</i>	<i>1. Receive the form</i>
<i>2. Fill in the form with a brief description of the hazard</i>	<i>2. Complete the follow up section</i>
<i>3. Make two photocopies of the form</i>	<i>3. File the form in the Health and Safety Binder</i>
<i>4. Give one copy to the principal. Keep one for yourself</i>	

Original – Principal • *Copy – Health and Safety Binder (In the Main Office)* • *Copy – Employee*
(Revised October 2010)