

S.T.E.P.



Strategies to Empower People

Employee Safety Report

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

1. Description of Unsafe Condition or Practice:

2. Causes or Other Contributing Factors:

3. Employee's Suggestion for Improving Safety:

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

Employee Name (optional): _____

Department: _____ Date: ____ / ____ / ____

Use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard [8 CCR 3203] and advise the employee who provided the information or the workers in the area by posing the employer's response.