



ENVIRONMENTAL HEALTH & SAFETY

The University of Alabama at Birmingham

**SAFETY CONCERNS/HAZARD REPORT FORM**

**SECTION 1 – To be completed by faculty, staff or student reporting the safety concern/hazard**

Name (optional):

Date:

Location:

Nature of Hazard:

Suggestion for Control/Correction:

Signature (optional):

Email:

**SECTION 2 – To be completed by UAB Campus Safety Representative**

Name:

Date Received:

Comments:

Action Recommended/Action Taken:

**Date:**

Safety Officer Signature:

Email::

Corrective Action(s) Made

Effective Date



## **Reporting and Follow-up Process**

1. Any faculty, staff or student noticing a safety hazard or a potential safety hazard must fill in Section 1 of the SAFETY CONCERNS/HAZARD REPORT FORM.
2. The employee shall email the form to UAB Campus Safety at [Campus Safety](#).
3. The UAB Campus Safety Representative shall fill in Section 2.
4. The UAB Campus Safety Representative will arrange for & ensure the immediate correction of the hazard.
5. The UAB Campus Safety Representative will arrange for the recommended action to take place.
6. The UAB Campus Safety Representative will inform the parties involved at the area involved of the actions that have and will take place to address the concern.
7. UAB Campus Safety Representative will follow-up to ensure that the hazard has been corrected/resolved.
8. All forms are to be stored for future reference by the UAB Campus Safety Representative once the issue has been resolved.