



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):

E-mail:

SECTION 2 – To be completed by UAB Campus Safety Representative

Name:

Date received:

Comments:

Action recommended/Action taken:

Date:

Safety Officer signature:

E-mail:

Corrective action(s) made

Effective date



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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. Faculty, Staff or Student shall email the form to UAB Campus Safety at campussafety@uab.edu
3. UAB Campus Safety Representative shall fill in section 2 of the Safety Concerns/Hazard Report Form.
4. UAB Campus Safety Representative will arrange for and ensure the immediate correction of the hazard.
5. UAB Campus Safety Representative will arrange for the recommended action to take place.
6. UAB Campus Safety Representative will inform the parties involved of the actions that have and will take place to address the concern/hazard.
7. UAB Campus Safety Representative will follow-up to ensure that the concern/hazard has been corrected/resolved.
8. All forms are to be stored for future reference by UAB Campus Safety Representative once the concern/hazard has been resolved.