

**LOS ANGELES UNIFIED SCHOOL DISTRICT
EMPLOYEE REQUEST FOR CORRECTION OF SAFETY HAZARD**

This form is to be completed when a hazard or dangerous situation has been noted by an employee. It is the responsibility of the Site Administrator to ensure that follow-up and corrective measures are taken.

Employee

To: _____

This is a request that the following safety hazard be investigated and/or corrected.

Dept. _____ Bldg. _____ Room _____

Location of hazard: _____

Description of hazard: _____

Were measures/actions taken to temporarily control the hazard? Yes No

If yes, What? _____

If no, give reason _____

Signed: _____
Employee

_____ Date

Site Administrator

1. Recommendation: _____

2. Referred to the Office of Environmental Health and Safety, 333 S. Beaudry Avenue, 21st Floor, Los Angeles, CA 90017. (213) 241-3199.

3. Referred to the Plant Manager for Immediate action.

4. Referred to Maintenance and Operations Areas.

5. Other (specify) _____

Signed: _____
Site Administrator

_____ Date