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