



UNIVERSITY OF CONNECTICUT HEALTH CENTER EMPLOYEE SAFETY HAZARD REPORT FORM

Instructions: Emergencies requiring immediate response (e.g. Fire, Police, Medical) to protect health, life or property are to be reported by phone to "7777" on campus and "911" off campus. Employees are to use this form to report other hazards. The employee is then to distribute copies of this completed form as indicated below.

It is the responsibility of every employee to promote and maintain a safe work environment. The UCHC has required that this form be used by employees to report *non-emergency* safety hazards.

Reporting Employee's Name (PRINT):		
Department	Mail Code:	Extension:
Description of Concern:		

Name of Supervisor Provided Original Copy:	
Department:	
Reporting Employee's Signature:	Date:

Supervisor's Report of Evaluation and Follow-up Actions	
Supervisor's Signature:	Date:

----- FORM DISTRIBUTION -----

Completed form is to be photocopied. Reporting employee to distribute copies as follows:
ORIGINAL: Appropriate Supervisor **COPY 1:** Research Safety (MC-3930) **COPY 2:** Reporting Employee

(*) WARNING: ON CAMPUS EMERGENCIES ARE ALWAYS TO BE IMMEDIATELY REPORTED TO PUBLIC SAFETY, EXT. "7777".

Additional forms available from Research Safety - X2723.