

**FREMONT UNION HIGH 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.

***This section is filled out by Employee***

To: [Insert Site Administrator's Name here]: \_\_\_\_\_

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     Not

If yes, what was done?  
\_\_\_\_\_  
\_\_\_\_\_

If no, give reason?  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This section is filled out by Site Administrator:***

1.  Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_

2.  Referred to the Office of Safety and Operation Services at 539 W. Fremont Ave. Sunnyvale, CA 94087.

3.  Referred to the School Facility Manager for Immediate action.

4.  Referred to Maintenance, Pools & Grounds

5.  Other (specify)

Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_