

Policies of the Board of Education

Series 700: Support Services

HAZARD IDENTIFICATION FORM

720-Exhibit

Along with the accident reporting and investigation program, there must be a hazard identification program for all employees in the school system. The safety approach should utilize attempts to reduce accidents and injuries through voluntary inspections and enforcement of physical hazard safety codes. Because inspections are limited, the gap must be bridged by a continuous, on-going hazard identification program. The data collected through this program are the foundation for the continuous information needed by the administration to reduce potential accident producing hazards.

GOALS

1. To establish communications between employer and employees relating to hazard identification.
2. To allow individual employees an opportunity to express their views concerning specific hazards in their work areas.
3. To protect the anonymity of the individual employee and stimulate safety awareness on the job.
4. To provide administrative staff with a tool for continuous monitoring of safety problems.
5. To provide data which will allow for early detection and correction of hazards.

Use this form to report any unsafe act or condition to your immediate supervisor or building principal.

BUILDING: _____ AREA: _____ DATE: _____

_____ Unsafe Act _____ Condition

DESCRIPTION:

ACTION TAKEN - (DESCRIPTION/DATE):

White Copy: Safety Coordinator

Other Three (3) Copies: Building Custodian After Action is taken.

PINK COPY: Building Office

YELLOW COPY: Safety Coordinator

GREEN COPY: Director of Buildings & Grounds

Adopted: 4/11/88

Revised: March 1994

June 2002

Waunakee Community School District