



REPORT OF UNSAFE CONDITIONS

RISK MANAGEMENT
(951) 943-6369 Ext 80281
FAX (951) 943-5356

INSTRUCTIONS:

The first method available to report an unsafe condition is through the Maintenance and Operations Work Order System. Find out who at your site enters Work Orders and report your concern(s) to them.

Pursuant to the IIPP employees have a right and responsibility to report unsafe conditions, and to report them anonymously. This form is just one available method used to report unsafe conditions.

1. Use this form to report an unsafe condition at your site/work location.
2. To submit you can either:
 - a) Complete this form, print it, and then fax it to Risk Management at 951-943-5356.
 - b) Complete this form, save it on your computer, and then email it to Risk Management at judy.miller@puhsd.org
 - c) Complete this form, print it, and mail it to the district office, attention Risk Management.
 - a. Mail through inter-district mail
 - b. Mail to:
Perris Union High School District
Risk Management
155 East Fourth Street
Perris, CA 92570.
3. Keep a copy for your records. Your name, work location and phone number are not required on this form unless you want to be informed of the "corrective action" taken.
4. Work Orders should also be submitted to Maintenance & Operations. Please include the Work Order number on this form.

BLANK FORM: Continue to scroll down for a blank form.



REPORT OF UNSAFE CONDITION(S)

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Today's Date:
School/Site:
Area/Location/Room:
Address:
Site Administrator:
Workplace Supervisor:
Briefly describe hazard or condition observed and exact location:
Suggestions for possible remedy:
Work Order Number, if known:
Your name (optional):
Your work location (optional):
Your phone number (optional):

Date received at Risk Management Office:
Date reviewed/corrected: