

# Report of Unsafe Conditions

Risk Management 2017



## 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 mail it through inter-district mail.
  - b) Complete this form, save it on your computer, and then email it to Risk Management at [judy.miller@puhsd.org](mailto:judy.miller@puhsd.org).
  - c) Complete the google form at [Report of Unsafe Conditions](#).
3. **To report anonymously, use the following procedure:**
  - a. Complete this form, print it, and mail it through inter-district mail to the district office, attention Risk Management.
  - b. Mail to:  
Perris Union High School District  
Risk Management  
155 East Fourth Street  
Perris, CA 92570
  - c. Complete the google form at [Report of Unsafe Conditions](#) without completing questions 5-8.
4. Keep a copy for your records. Your name, work location and phone number are not required on either form unless you want to be informed of the "corrective action" taken.
5. Work Orders should also be submitted to Maintenance & Operations. Please include the Work Order number on this form.

# Report of Unsafe Conditions

**Risk Management 2017**



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:**