

SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

Attachment A: Injury and Illness Prevention Program (IIPP)

Employee Report of Hazard Or Hazardous Condition

1. EMPLOYEE SECTION:

Employees may use this form to report an alleged hazard or hazardous condition by following the instructions on the reverse side of this form. Print all information neatly in ink. Form can be submitted anonymously if desired.

NOTE: All information in item "1" is optional for anonymity.

- | | | | |
|------------|-------|---------|-------|
| 1. Name | _____ | Title | _____ |
| Department | _____ | Phone # | _____ |
2. Location of hazard (be specific, Bldg. #, address, etc.) _____

3. Describe the hazard: _____

4. Date(s) and time(s) hazard observed: _____
5. Suggestion to correct the hazard or condition: _____

6. List any attachments (diagrams, sketch, etc.) or comments: _____

7. Date report completed and sent to management: _____

2. MANAGEMENT SECTION: This section to be completed by the *Director of Maintenance, Operations* and Facilities.

1. Name _____ Title _____
Department _____ Phone # _____

2. Response to alleged hazard(s) listed above: _____

3. Describe any corrective actions and estimated date of correction: _____

4. Signature _____ Date _____

Distribution of completed report:

- Original to *Director of MOF*
- Copy to reporting employee

IIPP Hazard Reporting Requirements (ref: Title 8, CCR, Section 3203)

- ☐ Employees are encouraged to report any suspected safety hazard to their supervisor - department management for corrective action.
- ☐ Anonymous reports of suspected safety hazards may be submitted to *the Director of Maintenance, Operations and Facilities*.

IIPP Safety Communication Requirements:

Management shall develop methods to inspect equipment and premises under their control. Employees shall be encouraged to report suspected unsafe conditions via written, electronic, or verbal communication. Management shall evaluate hazard reports and take appropriate action to evaluate, prioritize, correct, follow-up, reply to the reporting party and document any corrective action planned or taken. An effective program of hazard identification may include but is not limited to the following efforts:

- ☐ Written procedures to assist in the identification of new hazards in a work area.
- ☐ Safety evaluation(s) of any new substance, equipment, procedure, or operation introduced to a work area.

- ☐ Timely and effective investigation of each occurrence of an occupational injury or occupational illness, or near miss accident, and methods to prevent recurrence.
- ☐ Methods of evaluation and procedures to address identification of a new hazard, either independently or by receipt of information from an employee, or any other source including vendors, equipment manufacturers, or contractors.
- ☐ Safety inspections by the Director of Maintenance, Operations and Facilities or authorized third party.
- ☐ Inspections by Cal-OSHA or other regulatory agency. All regulatory inspections shall be reported immediately to the Director of Maintenance, Operations and Facilities.
- ☐ Each supervisor is responsible for promptly reporting to the Director of Maintenance, Operations and Facilities whenever a new substance, new work procedure or operation, and/or new equipment are introduced into a work area. Each report must include an evaluation of the potential hazard(s), as well as the training or other steps that will be taken to abate or reduce risk factors associated with the identified hazard(s).