



1791 W. Acacia Ave.
Hemet, CA 92544

INSTRUCTIONS FOR EMPLOYEES ON USING THE UNSAFE CONDITIONS REPORT

Report hazards immediately

Everyone in a workplace shares responsibility for ensuring that their work environment is safe and healthy. Some hazards pose an immediate danger and others take a longer time to become apparent. But both types of hazards must be fixed. If you are aware of a hazard in your workplace, you should report it promptly to your site administrator. Once a hazard has been identified, your employer and/or supervisor have a duty to assess the problem and eliminate any hazard that could injure workers.

1. Describe the unsafe condition. Specify the specific location at the site and name the site administrator and supervisor of the location containing the hazard.
2. Describe the hazardous condition and location of the hazard in detail.
3. Provide suggestions for alleviating the hazard.
4. Specify your name, work location, and phone number.
5. Send the completed form to your site administrator, keeping a copy for your records.



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INSTRUCTIONS FOR ADMINISTRATORS ON RESPONDING TO AN UNSAFE CONDITIONS REPORT

Respond to hazards immediately

Everyone in a workplace shares responsibility for ensuring that their work environment is safe and healthy. Some hazards pose an immediate danger and others take a longer time to become apparent. But both types of hazards must be fixed. Upon receipt of an unsafe conditions report, utilize the following steps to ensure the hazard is address and maintain communications with the reporting party:

1. Site Administrator will acknowledge receipt of the document and/or remediate steps within 48 hours.
2. If the condition can be corrected by Site Staff no work order will be needed.
3. If the condition **cannot** be corrected or remediated by site staff, please initiate the necessary work order and/or department contact. Be sure to annotate the work order number or contact information on the document along with the estimated timeline. If the condition needs immediate response/action, contact the responsible department as well and annotate that information as well.
4. Provide a copy of the completed report back to the employee within 48 hours.
5. If the condition is such that it is not correctable via #2 or #3, the report is to be added to the agenda for the School Site Council. Annotate the date of that meeting, inform the employee, and provide written documentation as to discussion/decisions of the Council.
6. Send the completed form to the employee, keeping a copy for your records within 48 hours.
7. In the event the condition cannot be resolved at school site, please forward a copy to the District Safety Committee via Safety & Risk Management within 48 hours.

Please maintain an agenda item for every School Site Council meeting for Safety. If there are not items for discussion, please note