

# Hazard Identification Form

Policy #720  
Exhibit

Waunakee Community School District

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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):

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Copies sent to:  
Building Custodian After Action is taken.  
Building Office  
Safety Coordinator  
Director of Facilities

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