

## Hazard Alert Form

Instructions: This form is to be used by district employees to report potential hazards or unsafe conditions.

Person reporting: \_\_\_\_\_  
Name

Department \_\_\_\_\_ Extension \_\_\_\_\_

Date of report: \_\_\_\_\_

Location of Hazard: \_\_\_\_\_  
School Site/Department/Other

Description of Unsafe Condition or Hazard (attach pictures if available):

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Description of Incident:

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Recommendations to Correct the Condition or Hazard:

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Follow-up:

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