

Health & Safety Report for Concerns/Suggestions

TO IMMEDIATE SUPERVISOR

DATE: _____

EMPLOYEE: _____ LOCATION: _____

SECTION I - Concern/Suggestion

SECTION II - Action Taken

Site Managers/Principals/Supervisors should:

1. Respond promptly to all submissions in writing.
2. If the matter cannot be handled locally, indicate reason and forward response to the originator and send a photocopy to the appropriate Superintendent/Manager.
3. Responses to all concerns must follow the distribution cycle below.

Signature of Site Manager/Principal/Supervisor_____
Date**Distribute copies to:**

- Originator
- Health and Safety Officer – Facilities Department
- Superintendent
- Immediate Supervisor
- Workplace Alternates
- Principal