

HAZARD REPORTING – Example 1

Managers, supervisors, and employees will report any hazardous conditions or activities noted:

- As a result of the formal monthly or quarterly inspections, and
- During daily routine operations. Hazards can be reported to their supervisors anonymously. There will be a safety suggestion box at each location where notices can be deposited.

HAZARD REPORTING – Example 2

Supervisor Hazard Reporting Program - Supervisors will report any unsafe acts or unsafe conditions in writing immediately by submitting a **Safety Hazard Notice** to the Safety Director. The Safety Director will initiate immediate abatement procedures, either personally or by delegation to one of the Safety Managers.

Employee Hazard Reporting Program - Employees will also be responsible for reporting any unsafe act or unsafe condition to their supervisor via a written Safety Hazard Notice. The supervisor will then forward the notice on to the Safety Director.