

CHARLES DREW UNIVERSITY SAFETY COMMUNICATION FORM

How To Use This Form

This form may be used to report safety concerns and issues, unsafe conditions, or safety improvement suggestions. Fill in each section as completely and with as much detail as possible. Use the back side of this form or additional sheets if more space is needed. When complete, you can submit the form by any of the following methods:

- Submit the form to your Safety Coordinator
- Submit the form to your supervisor
- Submit the form to the Risk Manager

Do not use this form to report immediate hazards or emergencies!

Report hazards and emergencies as quickly as possible by calling the appropriate number below:

<u>Hazards</u>	<u>Emergencies</u>
Risk Management (323) 563 - 4995	911
Security: (323) 563 - 5814	

Name: _____ Date: _____
Department: _____ Phone: _____

(The above information is not required if you wish to submit this form anonymously.)

Describe issue, condition, or suggestion:

----- (Use the back side of this form or additional sheets to continue. Please do not write below this line) -----

Response By: _____ Date: _____

Response: _____
