HFM BOCES SAFETY COMMITTEE
Health/Safety Concern Reporting Form

Building:

Date:

**Important:** This form should be used for persistent issues related to specific Safety & Health Issues that need to be addressed outside of the normal work order system. Please enter routine comfort-related requests through the work order system online. *Emergency situations should be reported directly to your program supervisor or the Operations Department at 736-4380.*

Health/Safety Concern. Please be as specific as possible:

Signature (required):

Print name:

Email:

Contact phone:

*Return the completed form to the building principal or one of the following safety committee members:*

| Kathi Lewis | Jessica Kirby-Barnes | Craig Barker |

Safety Committee Use Only:

Safety Committee Response: Date Received:

☐ Accept
☐ Decline – Reason:

Updated 7/6/17