

Eastern Nazarene College

Report of Unsafe Condition or Hazard

1. Unsafe Condition or Hazard

Please use this form for reporting Unsafe Conditions or Hazards that need immediate attention.

Date:

Time:

Name (Optional):

Location of Hazard (Address, Building Name, Room Number):

Description of Unsafe Condition or Hazard:

Recommended Action to Correct Unsafe Condition or Hazard:

Please email this form to Hazard@enc.edu using the email button above or take to the Facilities Department during normal business hours or Security Office after hours.

2. Investigation and Remediation of Condition or Hazard

Name of Person(s) Investigating Unsafe Condition or Hazard:

Date & Time:

Results of Investigation. (What was found? Was the Condition Unsafe or a Hazard?)
Attach Additional Sheets/Pictures if Necessary:

Action Taken to Correct Unsafe Condition or Hazard:

Completed Copies of this Form should be routed to the Director of Risk Management