

# 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](mailto: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*