

UNSAFE WORKING CONDITIONS FORM

For Service Maintenance Employees

[Policy 5.6 - Workplace Safety](#)

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to report immediate and dangerous working conditions, see page 2 of this form for instructions on such conditions
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate paper and attach.
- Note: This is a two-page form.

STEP ONE: (The employee shall give a copy of this form to his/her immediate supervisor).

To: _____
(Supervisor) (Department) (Date)

From: _____
(Employee name) (Employee signature)

Location of unsafe condition: _____

Cause of unsafe condition: _____

What should be done to correct the condition? _____

Supervisor's response (The supervisor shall have five (5) working days to respond or to correct the matter):

STEP TWO: The employee has three (3) working days to appeal to Environmental Health and Safety (EH&S).

To: Environmental Health & Safety, 1514 E. Third Street (Date) _____

Copy: Employee Relations, University Human Resource Services, Poplars E 165

Copy: Supervisor/Department

Reason for appeal: _____

EH&S Response (EH&S has five (5) working days to respond or correct the matter): _____

STEP THREE: (The employee has three (3) working days to appeal to the Joint Safety Committee (JSC)).

To: IU/AFSCME Joint Safety Committee C/O Employee Relations, University Human Resource Services, Poplars 165E DATE: _____

Copy: Environmental Health & Safety, 1514 E. Third Street

Copy: Supervisor/Department

Reason for appeal: _____

JSC Response (The JSC will review and respond to the matter at the next JSC meeting): _____

Immediate and Dangerous Working Conditions

1. This form **should not** be used to report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee shall notify his/her supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.
2. The supervisor shall take immediate action to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the dean or director of the supervisor.
3. If corrective action is not taken immediately by the supervisor, or the action taken does not minimize the hazard to a reasonable standard of safety, the employee shall notify Environmental Health & Safety (EH&S).
4. EH&S will document the report of a dangerous working condition and designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the supervisor, and the dean or director. EH&S will inform the Joint Safety Committee (JSC) at the next regularly scheduled JSC meeting of the report of a dangerous working condition and the decision of EH&S regarding appropriate action taken.
5. The JSC will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and actions are necessary. If the JSC determines that additional investigation is needed, then it will decide what actions are to be taken to reach a consensus at the following regularly scheduled JSC meeting.