

# EMUHSD Safety Suggestion and Notice of Safety Hazard Form

## How to Use This Form:

This form can be used to report safety suggestions or concerns about unsafe conditions. Please include as much information as possible and use additional sheets if necessary.

## Exceptions:

- **Emergencies:** If there is an emergency, notify Administration immediately. The Site Administrator will notify 9-1-1. If the Site Administrator is not available, call 9-1-1 immediately.
- **Safety hazards:** If there is a safety hazard that needs immediate attention, please call the Facility Manager at your school site first. If the Facility Manager is not able to help you, call the Director of Maintenance and Operations at (626) 444-9005, ext 4571 or 4572, or the Business Manager at ext. 4453.

## Submission of this Form:

This form can be submitted by either:

- Placing it in the Safety Suggestion Box in the Lobby of the District Office
- Providing it to your Supervisor. Supervisors must forward a copy to the District Business Office as soon as possible.

NAME (OPTIONAL): \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PHONE \_\_\_\_\_

*The above information is not required if you are submitting this form anonymously*

SCHOOL/LOCATION:

DESCRIPTION OF HAZARD:

WHY DO YOU FEEL IT IS UNSAFE?

WHAT DO YOU FEEL NEEDS TO BE DONE TO CORRECT THIS HAZARD?

As stated in the El Monte Union High School District's Injury Illness Prevention Program (IIPP),  
an employee may submit safety concerns or suggestions **anonymously**.