# Governing Board: Nate Echols, Cheryl Frazer, Carla Perry, Jodi Shearman, Billy Soksoda 

## SAFETY CONCERN/SUGGESTION FORM

Please use this form to report unsafe or uncorrected conditions that could endanger employees or students, or to make a safety or health-related suggestion to the Injury and Illness Prevention Program administrator, Gina Murphy.

Do not use this form in lieu of a work order to the Maintenance \& Operations Department. Emergency conditions should always be reported immediately to your supervisor. If your supervisor is not available, call the District Office or Robin Barrie at (530) 357-2134 or (530) 357-3178.

You may also report safety concerns/suggestions anonymously by completing this form and delivering to:

Happy Valley Union Elementary School District
District Office
Attn: Gina Murphy
16300 Cloverdale Rd. Anderson, CA 96007
(530) 357-2134

Site/School: $\qquad$
Today's Date: $\qquad$ Date condition identified: $\qquad$
Your name (optional)
Work/Home/Cell number (optional) $\qquad$
Has this condition been previously reported? Yes $\qquad$ No $\qquad$ Unknown $\qquad$
To Whom: $\qquad$
Nature of the concern or suggestion: $\qquad$

If a safety concern, where exactly is the hazardous condition or concern? $\qquad$

Additional information: $\qquad$

