

Villanova University
EMPLOYEE REPORT OF UNSAFE CONDITION
OR HAZARD FORM

For facilities issues, submit a work order.

If you notice a hazardous condition, please fill out the form below. Reports can be made anonymously if you prefer. Send completed reports to the Environmental Health and Safety Dept. at EHS@villanova.edu or via campus mail to EHS, Stone Hall.

All faculty members, staff, students, and visitors at Villanova University have an obligation to perform their work in a manner that does not endanger their health and safety, the well-being of others, or the university environment. Members of the community can participate in making the campus a safe place to work, study, and live by identifying health and/or safety hazards or unsafe conditions by informing those responsible for the area of concern.

Date Reported: _____ Building/Room#: _____

EMPLOYEE INFORMATION (Optional) Leave blank for anonymous report.		
Name:	Title:	Date:
Department:	Phone Number:	
Supervisor's Name:	Dept. Safety Representative:	
HAZARD CLASSIFICATION		
Near Miss	Unsafe Act or Practice	
Safety/Health Concern	Operational Concern	
Unsafe Condition	Other: _____	
Location:		
Date:	Time:	
Describe unsafe condition or hazard:		
What corrective action would you recommend (if any)?		
Employee Signature:		Date:

WITNESS INFORMATION (Optional)	
Name of Witnesses (if any):	
Name:	Phone #:
Name:	Phone #:
Name:	Phone #:
EHS USE ONLY: INVESTIGATION	
Name:	Date:
Title:	Phone #:
Results of investigation:	
Identify the cause(s) of the incident:	
Signature:	Title:
EHS USE ONLY: CORRECTIVE ACTION INFORMATION	
What corrective action has been taken or is recommended to prevent a recurrence of a similar accident?	
Has corrective action been completed? Yes No	If yes, date completed:
If no, please give reason:	
Person Responsible for implementing corrective action:	Phone Number:
Department Safety Representative Signature:	Date:
Department Head Signature:	Date:

Copies to:
Environmental Health and Safety Department - Stone Hall
ehs@villanova.edu; 610-519-3801