

# Student Affairs Hazard Correction Report

Department: \_\_\_\_\_

This form should be used in conjunction with the "Report of Unsafe Condition" form (IIPP Form 1), as appropriate, to track the correction of identified hazards.

All hazards should be corrected as soon as possible. If a serious imminent hazard cannot be immediately corrected, remove personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Manager: \_\_\_\_\_

Phone number: \_\_\_\_\_

Today's date: \_\_\_\_\_

Signature: \_\_\_\_\_

Description and location of unsafe condition or hazard	
Date discovered	
Required action	
Responsible party	
Completion date – Projected	Completion date – Actual
	Safety Coordinator Signature

For questions about this form, please contact Kari Peterson, Maintenance Analyst, @ 2-2377 or EH&S @ 2-3073