

Workplace Hazard Investigation Report

A workplace hazard is any potential source of injury or property damage in the workplace. Workplace hazards can include unsafe conditions, damaged or improper equipment, inadequate procedures, missing safety equipment, and environmental contaminants. It is important to identify these hazards, and remove or minimize the risks they present.

Employees who identify a hazard in the workplace should inform their supervisor. Their supervisor then has the primary responsibility for investigating the hazard with input from his or her Dean, Director, Chair, and other staff. All employee injuries require the completion of a hazard investigation in addition to the report to Workers' Compensation. Damaged equipment or other workplace property may warrant a hazard investigation at the supervisor's discretion.

Call Environmental Health & Safety at 1414 if you have any questions about this form, or for assistance in completing your workplace hazard investigation. Use this form to submit a report of your investigation to Environmental Health & Safety.

Date Hazard was
Identified

Location of
the Hazard

Describe the hazard;
any injuries and any
property damage it
has caused.

List the actions
recommended or
implemented to
remove the
workplace hazard(s)
identified.

Report Submitted by

Supervisor's Last Name

Supervisor's First Name

Department

Supervisor's E-mail