

Employee Safety Report

NOTE: Reports may be made anonymously. No employee will be disciplined or retaliated against for making a safety report. We encourage these reports and will investigate all reports and respond to the reporting employee.

What was the date of the incident, unsafe condition, or violation of company safety policy or procedures?

What was the location of the incident, unsafe condition or violation of company safety policy or procedures?

What are the names of employees involved or affected?

What is the nature of the incident, unsafe condition or violation of company safety policy or procedures?

What is the cause of the incident, unsafe condition or violation of company safety policy or procedures?

Was a safety rule of the company policy or procedures violated?

If yes, specify to the best of your ability the violation.

Has a supervisor been notified of the situation? If so who was notified?

What suggestions do you have to correct the situation or condition?

Dated

Name of Employee Making Report
(You may remain anonymous)

Send To:

SECC – Ken Safety/Fleet Manager

14945 La Palma Avenue Chino, CA 91710 Phone 909 734 3110 or Fax 909 734 4878