



HAZARD REPORT

Version: 1.1 February 8, 2007

Utah State University
Risk Management Services
1445 Old Main Hill
Logan, UT 84322-1445
435-797-1844 FAX 435-797-1825

When presented with an emergency such as a malfunction of critical utility, fire, broken lines, power failures or equipment failure that presents imminent danger to life, limb, or property, call **911**.

A hazard is any unsafe occurrence or unsafe condition which could result in injury, illness or damage

Part 1: Report by Originator

ALL campuses - complete and forward to USU Risk Management Services, 1445 Old Main Hill, Logan UT 84322

Your Details:

YOUR NAME:

CONTACT NUMBER:

Hazard Details:

HAZARD LOCATION (Please be specific. Draw a detailed map and fax the map to us along with this form if the location is difficult to identify)

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DESCRIPTION OF HAZARD:

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ON A SCALE OF 1 TO 5 WITH 5 BEING THE MOST SERIOUS – How do you rate this hazard? (Check one) 1 2 3 4 5

CONTRIBUTING FACTORS:

SUGGESTIONS TO REMEDY HAZARD:

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THE FOLLOWING IS FOR OFFICE USE ONLY

Part 2: Action by Risk Management Services

Contact originator to advise receipt, then forward original to appropriate area for action

DATE RECEIVED:

ORIGINATOR CONTACTED: Yes/ No

DATE CONTACTED:

FORWARDED TO: (For Actioning) (For Manager Information)

DATE FORWARDED:

REVIEW DATE:

Part 3: Action by Area Head

Complete details of actions taken to control hazard, then return original to Risk Management Services

DATE RECEIVED:

ACTIONS TAKEN:

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DATE COMPLETED:

PRINTED NAME:

SIGNATURE:

Part 4: Risk Management Review and Filing

Contact originator and advise of corrective action taken.

DATE RECEIVED:

ORIGINATOR CONTACTED: Yes/ No

DATE CONTACTED:

MONTHLY TO RCC COMMITTEE (Signed): DATE