

**BOARD OF EDUCATION**

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**ALVORD UNIFIED SCHOOL DISTRICT**  
All students will realize their unlimited potential

**SUPERINTENDENT**

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## Occupational Safety and Health Concern Report (OSH Report)

**It is the responsibility of all unit members to be alert in observing occupational safety and health conditions and/or practices, and to report concerns.**

**No employee shall be in any way reprimanded as a result of reporting unsafe conditions or any condition reasonably believed to be a violation of law.**

**Instructions:**

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to report immediate and dangerous working conditions, see page 2 of this form for instructions on such conditions
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate paper and attach.
- Use a separate form for each unsafe working condition.

***(The employee shall give a copy of this form to his/her immediate supervisor).***

To: \_\_\_\_\_  
(Supervisor) (Department/Site) (Date)

From: \_\_\_\_\_  
(Employee name) (Employee signature)

*Location of unsafe and/or unhealthy condition and/or practices (please be specific):*

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*Describe the unsafe and/or unhealthy OSH condition and/or practices (please include photos or other data if available):*

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**Please Note: This is a two-page form.**



Supervisor's response (The supervisor shall have twenty (20) working days to respond or to correct the matter):

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**Immediate and Dangerous Working Conditions**

1. This form should not be used to report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee shall notify his/her supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.
2. The supervisor shall take immediate action to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the Executive Director, Administrative Services and the Executive Director, Administrative Services, shall report all immediate and dangerous working conditions and the corrective action taken to the Safety Committee.
3. If corrective action is not taken immediately by the supervisor, or the action taken does not minimize the hazard to a reasonable standard of safety, the employee shall notify the Executive Director, Administrative Services.
4. The Executive Director, Administrative Services will document the report of a dangerous working condition and designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the supervisor, and the Executive Director, Administrative Services. The Executive Director, Administrative Services will inform the Safety Committee at the next regularly scheduled meeting of a dangerous working condition and the decision of Executive Director, Administrative Services regarding appropriate action taken.

Date Completed: \_\_\_\_\_

Please state resolution: \_\_\_\_\_

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Print Supervisor Name

\_\_\_\_\_  
Supervisor Signature