

Sample Spot the Hazard Worksheet



Spot the Hazard

Do Your Part to Keep Our Workplace Safe

The Spot the Hazard program is aimed at maximizing [YOUR COMPANY NAME] resources to eliminate small and obvious workplace hazards that cause hundreds of needless injuries to employees each year. A safe workplace benefits everyone and your awareness matters.

Fill out this form if you spot a safety risk or have safety suggestions.

Describe the location of the hazard

(include building number, room number, or other identifier):

Describe the hazard:

Tell what action you took to eliminate or correct the hazard:

Have you reported this hazard to your Supervisor? Yes / No

Employee Name: _____

Date: _____

Employee Telephone #: _____

Employee Department: _____

Supervisor's Name: _____

E-mail the completed form to [YOUR COMPANY CONTACT].

Hazards posing an immediate danger to life or health must be reported **IMMEDIATELY** to your Supervisor, Safety Officer or Manager.