

OHIO UNIVERSITY HAZARD REPORT

For use of this form see page 2

An operational hazard is any condition or act that affects or may affect the safety of OU employees or associated personnel or equipment.

1. TO:

**Risk Management & Safety
138 University Service Center
Athens Ohio 45701-2979**

2. FROM:

3. Date and Time of Occurrence

a. YEAR

b. MONTH

c. DAY

d. TIME

e. CHECK ONE

Day
Night

4. Location where Hazard Occurred or is located.

5. Description of the Hazard.

6. NARRATIVE (*Describe circumstances concerning this hazard, indicate the causes and provide corrective recommendations. Attach additional sheet if required.*)

7. INVESTIGATION AND RECOMMENDATIONS (*To be completed by the RMS Office. Attach additional sheet if required.*)

8. ACTION TAKEN TO CORRECT THIS HAZARD (*To be completed by Supervisor. Attach additional sheet if required.*)

9. Point of Contact For Further Information (*To be completed by RMS*)

NAME

PHONE

Instructions:

This operational hazard report may be used by any university affiliate to report any hazard or hazardous condition associated with Ohio University property, personnel or operations.

All OHRs submitted will be investigated by the RMS office. The submitter will be notified within 10 days of the status of the investigation. The investigation will be completed and corrective actions forwarded to the supervisor within 30 days. The submitter will be notified when the investigation is completed. Anonymous reports can not be reported back to the submitter.

- Item 1. All completed forms will be submitted to the campus RMS office.
- Item 2. Submitter will provide a complete contact address for follow up by RMS. Forms may be submitted anonymously but follow up can not be ensured. Submitters name will not be disclosed.
- Item 3. Complete date/time information and day or night needs to be provided. Night is from official sunset until official sunrise.
- Item 4. Give exact location to maximum extent possible. Such as building name, room number, location in room. Outside location identify by distance and direction from known points. Additional pages may be used.
- Item 5. Describe the hazard in one short explanation such as “unguarded grinder”.
- Item 6. Describe in detail the hazard. Use additional pages if necessary. Give details of the type of hazard, the cause of the hazard etc. Also include what you think would be a good way to correct or eliminate the hazard.
- Item 7. This will be completed by RMS to summarize the investigation of the hazard and make recommendations. The complete investigation may be attached.
- Item 8. The supervisor, manager or director immediately responsible for the activity in conjunction with the RMS office will indicate the actions taken to correct the hazard. Additional pages may be used.
- Item 9. The individual RMS Officer performing the investigation will complete this section.