

Appendix 1

Safety Suggestion/Environmental Quality Reporting Form

Greenville Central School District is committed to providing a safe and healthy environment for both our employees and our students. Your suggestions for making this an even safer place to work and learn are welcomed. **This is not a work order system!** Please report routine maintenance issues to the Buildings and Grounds office or the Building Administrator.

First, complete the following form. You may use the reverse if necessary. Then, fill in your name, department, the date, and signature so that you will receive proper recognition for your suggestion (optional). Thank you.

Location of Current Practice/Situation

Building Name: _____ Room #: _____

Current Practice/Situation – If applicable

Recommendation(s) – Include projected materials, equipment, and/or supplies, retraining, etc.

Desired Results

Name: _____ Date: _____
Department: _____ Ext: _____
Signature: _____

Thank you for taking the time to contribute your suggestion. Please submit form to the Building Administrator.

Follow-up Action _____ Date: _____

Distribute to: Safety & Health Designee Supervisor of Buildings and Grounds
 Safety Committee Other _____

Note: Hazards that may pose an immediate danger to an employee, student or visitor are to be reported to an administrator as soon as they are discovered.

Routing: Building Administrator shall forward those reporting forms to the Safety and Health Designee if they require action beyond the building. The Safety and Health Designee shall review suggestion forms with the safety and health committee.